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File: JA - STUDENT POLICIES GOALS

The student is the focal point of all operations of a school system. This top priority is shared with no one.

Consequently, the School Committee can expect to spend much of its time in study, deliberation, and policy formulation on matters directly related to students.

The Committee and staff will work together to establish an environment conducive to the very best learning achievements for each student through meeting the following goals regarding students:

1. To individualize the learning program in order to provide appropriately for each student according to his specific background, capabilities, learning styles, interests, and aspirations.
2. To protect and observe the legal rights of students.
3. To enhance the self-image of each student by helping him feel respected and worthy through a learning environment that provides positive encouragement through frequent success.
4. To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens.
5. To deal with students in matters of discipline in a just and constructive manner.
6. To provide in every way possible for the safety, health, and welfare of students.
7. To promote faithful attendance and good work.

LEGAL REF.: 603 CMR 26:00

File: JCA - ASSIGNMENT OF STUDENTS TO SCHOOLS

Generally, students will be required to attend school in the attendance area in which they reside, unless the Superintendent has granted special permission.

Special permission may be granted for the following reasons:

1. If the change involves a hardship case or if there are medical considerations.
2. If the change appears to be in the interests of the child, of the schools, and for disciplinary and administrative reasons.
3. If the legal residence of a child changes from one attendance area to another during the school year and the parents/guardians wish the child to remain in his former school; permission will not extend beyond the current school year.
4. To permit secondary school students to take courses not offered in their assigned schools.

School bus transportation will not be provided for students attending schools outside their attendance area unless they can be accommodated on existing bus routes and schedules or a hardship is involved; or unless specific permission is granted by the School Committee.

SOURCE: MASC October 2016

LEGAL REFS.: M.G.L. [71:37C](#); [71:37D](#); [71:37I](#); [71:37J](#)

603 CMR [17.00](#)

603 CMR [26.00](#)

CROSS REF.: [JC](#), Attendance Areas

NOTE: The cross reference is to a related category in the NEPN classification system.

File: JEA - COMPULSORY ATTENDANCE AGES

Massachusetts law establishes the State Board of Education as the agent which determines mandatory and permissible school attendance ages, with exceptions listed in law. Generally, the State Board requires that all children be enrolled in school beginning in September of that calendar year in which they attain the age of 6, and that they attend school regularly until they reach age 16.

Under law, each school committee must enforce the school attendance of all children of compulsory school age residing in the district.

Statutory

LEGAL REFS.: M.G.L. 15:1G, 76:1
State Board regulation 7/20/71

File: JEB - ENTRANCE AGE

In an attempt to permit children to enter school at the time most appropriate for them individually, the School Committee establishes the following policy on entrance age:

1. Children who will be five years of age as of September 1 of the year during which they wish to enroll will be eligible to enter kindergarten for that school year.

The admission of children whose birthdays fall after the September 1 will be solely at the school's discretion.

2. Initial admission of children to the first grade (or other grades) will involve a consideration of both chronological age and the readiness of the children to do the work of those grades.

SOURCE: MASC October 2016

LEGAL REFS.: M.G.L. [15:1G](#)

603 CMR [8.00](#)

File: JF - SCHOOL ADMISSIONS

All minors of school age who actually reside in the Regional School District shall be entitled to attend the regional schools, as well as certain children who do not reside in the district, but who are admitted under School Committee policies relating to non-resident students or by specific action of the School Committee.

A birth certificate and proof of residency or legal guardianship may be required by the school administration.

In keeping with law, all new entrants shall present a doctor's certificate providing evidence that they have had the required immunizations, **including evidence of lead screening**, and a physical examination unless they are transferring from another Massachusetts school. (In latter instance, records are forwarded by the school system from which they are transferring.)

LEGAL REFS.: M.G.L. 15:1G, 76:1, 76:5, 76:15
105 CMR 460.000

CROSS REFS.: JEC subcodes (all relate to school admission)
JHCA, Physical Examinations of Students
JHCB, Inoculations of Students

File: JFABC - ADMISSION OF TRANSFER STUDENTS

The school district will enroll and place students who have left Commonwealth charter schools by adhering to the same policies and procedures in place for any other student enrolling in the school district including, but not limited to, examination of the course of study and level of academic attainment of the student when determining the student's appropriate grade placement or eligibility for high school graduation.

To the same extent provided for other students enrolling in the school district, students who enroll in the school district from a Commonwealth charter school shall be subject to the graduation requirements of the school district, may have certain graduation requirements waived, and may make-up certain graduation requirements.

LEGAL REFS.: Chapter [12, Section 11](#) of the Acts of 2010

SOURCE: MASC February 2011

File: JFABD - HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Being abandoned in hospitals;
5. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
7. Migratory children living in conditions described in the previous examples.

The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area in which the student is actually living, or other schools. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families resident in the district.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. The district's liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another

district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

The district's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in schools, family shelters and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students.

SOURCE: MASC

LEGAL REFS.: The McKinney-Vento Act and Title I, Part A, as Amended by the Every Student Succeeds Act of 2015

File: JFABE - EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN

In an effort to facilitate the placement, enrollment, graduation, data collection and provision of special services for students transferring into or out of the District because of their parents/guardians being on active duty in the U.S. Armed Services, the District supports and will implement its responsibilities as outlined in the Interstate Compact on Educational Opportunity for Military Children. The School Committee believes it is appropriate to remove barriers to educational success imposed on children of military families because of their parents'/guardians' frequent moves and deployment.

Definitions

Children of military families means school aged children, enrolled in kindergarten through 12th grade, in the household of an active duty member of the uniformed service of the United States, including members of the National Guard and Reserve serving on active duty.

Deployment means the period one month before the service members' departure from their home station on military orders through six months after return to their home station.

Education(al) records means official records, files, and data directly related to a student and maintained by the school including, but not limited to, records encompassing all the material kept in the student's cumulative folder.

The requirements, applicable to eligible students, which must be fulfilled, are listed below. Eligible students are those who are children of active duty personnel, active duty personnel or veterans who have been severely injured and medically discharged, and active duty personnel who die on active duty within one year of service. Children of retired military personnel are eligible for one year after date of retirement. Students are not eligible for the provisions of the Compact if they are children of inactive Guard or Reserves, retired personnel, veterans not included above or U.S. Department of Defense personnel and other federal civil service employees and contract employees.

The District's responsibilities to eligible children include the following:

- Sending schools must send either official or unofficial records with the moving students and District receiving schools must use those records for immediate enrollment and educational placement.
- Simultaneously, the receiving school must request official records and the sending schools shall respond within 10 days with the records.
- Immunization requirements of the District may be met within 30 days from the date of enrollment (or be in progress).
- Receiving schools must initially honor placement of students in all courses from the sending school. These include, but are not limited to, Honors, International Baccalaureate, Advanced Placement, vocational-technical, and career pathway courses if those courses are offered in the receiving school and space is available. The receiving schools must also initially honor placement of like programs to those of the student in the sending state, including, but not limited to, Gifted and Talented programs, and English as a Second Language programs. Receiving schools are not precluded from performing subsequent evaluation to ensure the appropriate placement and continued enrollment of the student in courses and programs.
- In compliance with federal law, special education students must be placed by the existing IEP with reasonable accommodations in the receiving school.

- The District will exercise, as deemed appropriate, the right to waive prerequisites for all courses and programs, while also maintaining its right to re-evaluate the student to ensure continued enrollment, as deemed appropriate.
- Students of active duty personnel shall have additional excused absences at the discretion of the District for visitations relative to leave or deployment.
- An eligible student living with a noncustodial parent or other person standing in loco parentis shall be permitted to attend the school in which he or she was enrolled while living without the custodial parent/guardian without any tuition fee imposed.
- The District high school will accept exit or end-of-year exams required from the sending state, national norm-referenced tests, or alternate testing instead of testing requirements for graduation in the District (receiving state.) If this is not possible, the alternative provision of the Interstate Compact shall be followed in order to facilitate the on-time graduation of the student in accordance with Compact provisions.

LEGAL REFS: M.G. L. [15E](#);

Interstate Compact on Educational Opportunity for Military Children as amended by ESSA of 2015.

File: JFABF - EDUCATIONAL OPPORTUNITIES FOR CHILDREN IN FOSTER CARE

The purpose of this policy is to ensure the educational stability of students in foster care and their equal access to the same free and appropriate public education through high school graduation as provided to other students as required by law. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the School Committee is committed to supporting district and community efforts to ensure that students in foster care have access to high-quality, stable educational experiences.

The law requires that foster care students continue to attend their school of origin, unless after a collaborative decision-making process it is determined to be in the student's best interest to enroll in and attend school in the district in which a foster care provider or facility is located (if different). The law also requires that when it is not in the student's best interest to remain in the school of origin, the student is immediately enrolled and attending in a new school district, even if records normally required for enrollment cannot be quickly produced. Additionally, the law requires the Department of Children and Families (DCF), The Department of Elementary and Secondary Education (DESE), and the school district to designate points of contact; and also that the district collaborate with DCF to ensure that students will receive transportation to the school of origin if needed.

Best Interest Determination

Decisions about whether a student in foster care should continue to attend the school of origin should be made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (and if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when different) the local district where the student is placed. Best interest determinations should focus on the needs of each individual student and take into account a variety of factors. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care. However, if there is disagreement regarding school placement for a student in foster care, DCF will finalize the best interest determination.

The district can seek review of DCF's decision by utilizing a Foster Care School Selection Dispute Resolution Process established by DESE and DCF. Decisions made through this process are not subject to review. Under the law, to promote educational stability, students should continue to attend their schools of origin while best interest determinations are being made.

Transportation

The district of origin must collaborate with DCF on how transportation will be provided and arranged to ensure that students in foster care who need transportation to remain in their school of origin will receive such transportation while they are in foster care.

Transportation options may include using Title I funds, establishing regional collaborations among districts, coordinating with existing routes for transportation, seeking help from foster parent(s), etc. Absent other agreements between the district and DCF, the district of origin is responsible for providing transportation to and from the school of origin.

Immediate Enrollment

If it is in the best interest of a student in foster care to leave the school of origin, the student must be enrolled in school in the local school district immediately. To minimize disruption of the student's education, the law requires the district to enroll the student in a new school right away, without waiting to receive the typical student enrollment documentation (other than emergency contact information). The enrolling school must immediately contact the child's school and district of origin to obtain the relevant records and documentation, and the school and district of origin should immediately transfer those records.

To facilitate enrollment, DCF representatives will present the district with a form that indicates that the student is in foster care, along with their state-agency identification badge, when enrolling students.

LEGAL REFS: Every Student Succeeds Act (ESSA);

Fostering Connections to Success and Increasing Adoptions Act of 2008 (Fostering Connections Act)

File: JF-E - SCHOOL ADMISSIONS

Admission to Course of Study

- (1) Each and every course of study offered by a public school shall be open and available to students regardless of race, color, sex, religion, sexual orientation or national origin. Nothing herein shall be construed to prohibit the use of prerequisite requirements that have been demonstrated to be essential to success in a given program. However, if participation in a course or program is dependent upon completion of a prerequisite which was previously limited to students of one sex, or if close scrutiny reveals that access mechanisms or other administrative arrangements have limited the opportunities of any class of students to participate in such prerequisites, then all members of the previously excluded group shall be given the opportunity to acquire the prerequisites or be allowed to enter the program without such prerequisites. If it cannot be shown that a prerequisite is essential for success in a given program, the prerequisite shall be abolished.
- (2) The determination of what courses or units of study are to be required of any student shall also be made without regard to the race, color, sex, national origin, sexual orientation or religion of that student.
- (3) The scheduling of students into courses or units of study shall not be done on the basis of sex, color, race, religion, sexual orientation or national origin.
- (4) Each student, regardless of race, color, sex, national origin, sexual orientation, religion, or limited English-speaking ability, shall have equal rights of access to courses of study and other opportunities available through the school system of the city or town in which he/she resides, along with appropriate bilingual instruction and programs or other curriculum offerings of a supportive nature such as appropriate remedial programs.
- (5) Nothing in 603 CMR 26.03 shall be construed to prevent particular segments of a program of instruction from being offered separately to each sex when necessary in order to respect personal privacy.

LEGAL REFS.: M.G.L. 15:1G; 76:1; 76:5; 76:15; 76:15A
603 CMR 26:01; 26:02; 26:03

File: JFAB - ADMISSION OF NON-RESIDENT STUDENTS

Applications from non-residents* to attend the district schools will be considered when space is available. Applications will be accepted on the basis of qualifications approved by the Gateway Regional School Committee and a tuition rate set by the Gateway Regional School Committee.

Admission -

The school district will admit non-resident students provided that:

1. Enrollment of these students will not cause class size to exceed the desired maximum in any classroom or program.
2. The records of those students indicate, in the judgment of the administration, that they can profit from the school program and will not detract from the education offered resident students.

Future Residents -

Children whose parent(s)/guardian(s) provide written evidence that they have assumed a legal obligation to purchase, build, or rent housing within a two-month period in the school district may be enrolled as school choice students.

Former Residents –

The children of families who move from the district after May 1, may continue in school for the balance of the school year after applying for school choice.

Students in Grade 12 who have attended Gateway whose parents/guardians move from the district may complete their senior year after applying for school choice.

Non-Resident Staff -

Students may apply for school choice.

LEGAL REFS.: 766, M.G.L. 76:12, 76:12B

File: JFBB - SCHOOL CHOICE

It is the policy of this School District to admit non-resident students under the terms and conditions of the Interdistrict School Choice Law and under the following local conditions:

1. That by May 1 of every school year, the administration will determine the number of spaces in each school available to choice students.
2. That by June 1 of every school year, if consideration is being given to withdraw from the provisions of the choice law, a public meeting will be held to review this decision.
3. That resident students be given priority placement in any classes or programs within the District.
4. That the selection of non-resident students for admission be in the form of a random drawing when the number of requests exceeds the number of available spaces. There will be two drawings for this purpose. The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings.
5. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the District until graduation from high school except if there is a lack of funding of the program.
6. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race, color, religion, national origin, sex, gender identity, age, homelessness, sexual orientation, ancestry, athletic performance, physical handicap, special need, pregnancy, pregnancy related condition, academic performance or proficiency in the English language.

SOURCE: MASC March 2018

LEGAL REFS.: M.G.L. [71:6](#); [71:6A](#); [76:6](#); [76:12](#); [76:12B](#)

BESE Regulations 603 CMR [26:00](#)

File: JICFB: BULLYING

Guiding Principle:

The Gateway Regional School District is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. The Gateway School Committee believes that preventing bullying and/or harassment is critical for creating and maintaining a safe, secure and positive school climate and culture, which in turn supports academic achievement, increases school engagement, respects the rights of all individuals and groups, and purposefully builds community.

Goals:

The Gateway Regional School District will not tolerate bullying or harassment of/by any individual participating in any sanctioned school activity.

The School Committee expects administrators and supervisors to make clear to school community members that bullying in the school building, on school grounds, on the bus or school-sanctioned transportation, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion for students, and termination for employees.

Definitions:

Aggressor: means perpetrator of bullying or retaliation as defined in M.G.L. c. 71, §37O.

Perpetrator: a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying or retaliation.

Bullying: the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that:

- i. causes physical or emotional harm to the victim or damage to the victim's property;
- (ii) places the victim in reasonable fear of harm to himself or of damage to his property;
- (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or
- (v) materially and substantially disrupts the education process or the orderly operation of a school.

For the purposes of this section, bullying shall include cyber-bullying and may constitute a crime. Bullying can be verbal, physical, direct (face-to-face) and/or indirect (e.g., through another person, in writing, etc.). Bullying may occur in dating relationships. Bullying generally involves a pattern of conduct that is directed at another person, rather than a single, isolated incident. Bullying may include elements of bias (harassment).

Bullying can take many forms and occur in virtually any setting. It can create unnecessary and unwarranted anxiety that will affect attending school, walking in corridors, eating in cafeterias, playing

in the schoolyard or recreation areas, participating in or attending special and extracurricular activities, or riding on the bus to and from school each day.

Cyber-bullying: bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfers of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

1. Wire
2. Radio
3. Electromagnetic signal
4. Photo-electronic or photo-optical system, including but not limited to, electronic mail, internet communications, instant messaging or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as the author of the posted content or messages if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Harassment: unwelcome, intentional, unprovoked discriminatory behavior, toward an individual or individuals, motivated by the membership (real or perceived) in a protected category including: race, color, religion, ethnicity/national origin, disability, gender, gender identity, sexual orientation, and age. Harassment includes cyber- harassment.

Retaliation: any form of intimidation, reprisal, or harassment by a school community member directed against another school community member for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, for cooperating in an investigation under this policy, or for taking action consistent with this policy.

School Community Member: any student, school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity, paraprofessional, independent contractor, school volunteer, parent or legal guardian of a student, or a visitor on school premises or at a school-related or school-sponsored function or activity.

Policy Scope:

Any form of bullying, harassment, cyber-bullying, and/or cyber-harassment is prohibited, whether in the classroom, on school premises, immediately adjacent to school premises, traveling to or from school, or at school-sponsored events, whether or not held on school premises. "Traveling to or from school" includes on a school bus or other school-related vehicle, at official school bus stops, and walking to and from school within a reasonable time before or after school hours.

Bullying or harassment, including cyber-bullying and/or cyber-harassment, that is not conducted at locations noted above are covered by this policy if the incident results in a substantial disruption

of the school learning environment for one or more individuals and/or the orderly day to day operations of the school.

Prevention and Intervention Plan:

The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders and consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially. The plan will include district procedures, reporting and investigation processes and timelines, definitions, consequences, training, and professional development, bullying/harassment interventions and prevention programs, safety plans and target assistance resources.

The Principal and/or his/her designee are responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

Each member of the school community is responsible for reporting any observations of bullying and harassment, or credible information that such an act has taken place.

The District will promptly and reasonably investigate allegations of harassment, including bullying. The Principal of each building will be responsible for handling all complaints by students alleging harassment, including bullying unless he/she is involved in the complaint.

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended

Federal Regulation 74676 issued by EEO Commission
Title IX of the Education Amendments of 1972
Board of Education 603 CMR 26:00
MGL 71:37O MGL 265:43, 43A MGL
268:13B MGL 269:14A

REFS.: Massachusetts Department of Elementary and Secondary Education's Model Bullying and Prevention and Intervention Plan

CROSS REFS.: AC, Nondiscrimination
CAB, Sexual Harassment JICFA, Hazing
Adopted February 2019

File: JHB - ATTENDANCE OF HIGH SCHOOL STUDENTS

Any student absent more than ten (10) days for a semester offering or twenty (20) days for a full year will be allowed to remain in the course, but no academic credit will be issued to that student.

The amount of days when a student is absent will not be counted if:

1. The student is under the direct care of a physician, who attests in writing to the student's inability to attend school due to illness.
2. The hospitalization and period of recuperation when a student is also under the care of a physician.
3. A student is absent from school in order to observe a religious holiday. Such an absence must be preceded by written notification from parent/guardian to the high school office.

File: JHD - EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

Denial of Admission

Denial of admission means the withholding of the privilege of enrolling in a school of the District.

The following shall be the grounds for denial of admission to school or diversion to an appropriate alternative program:

Graduation from the twelfth grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;

Failure to meet the requirements of age by a student who has reached the age of six years at a time after the beginning of the school year, as fixed by the School Committee as provided in Massachusetts General Laws;

Not being a resident of the District and the District has opted not to participate in the School Choice Law;

Failure to comply with the provisions of the Massachusetts School Entry Immunization Law.

SOURCE: MASC October 2016

LEGAL REFS.: M.G.L. [71:37H](#); [76:12](#); [76:12A](#); [76:12B](#)

603 CMR [26:00](#)

File: JI - STUDENT RIGHTS AND RESPONSIBILITIES

The Gateway Regional School Committee has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights there are responsibilities that must be assumed by students.

Among these rights and responsibilities are the following:

1. Civil rights--including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension, expulsion, and decisions the student believes injure his rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy in respect to the student's school records.

It is the School Committee's belief that as part of the educational process students should be made aware of their legal rights and of the legal authority of the School Committee to make, and delegate authority to its staff to make, rules regarding the orderly operation of the schools.

Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior.

The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through handbooks distributed annually.

LEGAL REFS. M.G.L. 71:37H; 71:82 through 71:86

File: JIB - STUDENT INVOLVEMENT IN DECISION-MAKING

As appropriate to the age of students, class, or school organizations and school government organizations, such as student councils may be formed to offer practice in self-government and to serve as channels for the expression of students ideas and opinions.

The Committee will take into consideration student opinions in establishing policies that directly affect student programs, activities, privileges and other areas of student sensitivity.

Students will be welcomed at Committee meetings and granted privileges of speaking in line with the privileges extended to the general public.

Student Advisory Committee

As required by state law, the Committee will meet at least once every other month while school is in session with its student advisory committee, which is composed of five students elected by the high school student body. The chairperson of the student advisory committee shall be an ex-officio nonvoting member of the School Committee without the right to attend executive sessions unless such right is expressly granted by the School Committee.

LEGAL REF.: M.G.L. 71:38M

CROSS REF.: BDF, Advisory Committee to the School Committee

File: JIC - STUDENT DISCIPLINE

The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal shall include prohibited actions in the student handbook or other publication to be made available to students and parents/guardians.

Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

The Superintendent shall provide each Principal with a copy of the regulations promulgated by DESE and shall have each Principal sign a document acknowledging receipt thereof, which shall be placed in their personnel file.

Suspension

In every case of student misconduct for which suspension may be imposed (except for offenses referenced in the note at the end of this policy), a Principal shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Notice of Suspension:

Except for emergency removal or an in-school suspension of less than 10 days, a Principal must provide the student and the parent/guardian oral and written notice, and provide the student an opportunity for a hearing and the parent/guardian an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to student and parent/guardian in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent/guardian present, the Principal must be able to document reasonable efforts to include the parent/guardian.

Emergency Removal

A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption. The Principal shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation; Provide written notice to the student and parent/guardian as required above; Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent/guardian an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent/guardian; Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

In School Suspension - not more than 10 days consecutively or cumulatively

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.

Principal's Hearing - Short Term Suspension of up to 10 days

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The Principal shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal shall notify the student and parent/guardian of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

Principal's Hearing - Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's/guardian's expense; The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; The right to cross-

examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent/guardian requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent/guardian upon request.

The Principal shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent/guardian by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the Principal and the parent/guardian.

If the Principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the Principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information: The process for appealing the decision, including that the student or parent/guardian must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension before the suspension takes effect.

Superintendent's Hearing

A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.

The student or parent/guardian shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing - Suspension of more than 10 days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

The Superintendent shall make a good faith effort to include the parent/guardian in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent/guardian and Superintendent to participate. The Superintendent shall send written notice to the parent/guardian of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent/guardian upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent/guardian upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

Expulsion

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or

admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

Academic Progress

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent/guardian of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents/guardians of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent/guardian and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

Reporting

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

SOURCE: MASC December 2014

LEGAL REF: M.G.L. [71:37H](#); [71:37H ½](#); [71:37H ¾](#); [76:17](#); 603 CMR [53.00](#)

NOTE: The DESE regulations on student discipline and this policy, consistent with law, set forth the minimum procedural requirements applicable to the suspension of a student for a disciplinary offense other than: possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. [71, S. 37H](#) or [37H½](#). The Principal, pursuant to the previously referenced statute may remove a student who has committed any of the disciplinary offenses above referenced from school for more than 90 days in a school year. Except that the removal from school for such offenses is subject to the provision of continuing educational services needed to make academic progress and, the requirement that all school districts regardless of the type of offense shall report school discipline data and analysis to DESE. Also, the prohibited actions above referenced are subject to the provision that allows the Commissioner to investigate each school that has a significant number of students suspended and expelled for more than 10 cumulative days in a school year and to make recommendations thereon.

File: JICA - STUDENT DRESS CODE

The responsibility for the dress and appearance of the students will rest with individual students and parents.

They have the right to determine how the student will dress providing that attire is not destructive to school property, complies with requirements for health and safety, and does not cause disorder or disruption. The administration is authorized to take action in instances where individual dress does not meet the stated requirements.

This does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that a student will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as his/her dress and appearance meet the requirements set forth above.

File: JICC (also EEAEC) - SCHOOL BUS DISCIPLINE

The School Committee and its staff share with students and parents the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee.

File: JICC-E (also EEAEC-E) - TRANSPORTATION WARNING

This is to notify you that _____ has misbehaved on the school bus in the following manner:

_____ Destruction of Bus Property

_____ Use of Improper Language

_____ Insubordination

_____ Roughhousing

_____ Distracting Bus Driver

_____ Smoking or Playing with Fire

_____ Disorderly Conduct

_____ Consistent Misbehavior over a number of days

THIS WARNING IS TO BE RETURNED TO THE DRIVER WITH PARENT'S SIGNATURE BEFORE CHILD MAY RIDE ON SCHOOL BUS.

_____ A.M. _____ P.M. _____ DATE
SIGNATURE – BUS DRIVER

SIGNATURE – PRINCIPAL

SIGNATURE – PARENT

Warning #1 _____ #2 _____ #3 _____

File: JICC-R (also EEAEC-R) - SCHOOL BUS DISCIPLINE

The School Committee has responsibility for students while being transported on school buses and as such the principals have the same duties and responsibilities toward the students on the buses they have toward these same children in a classroom situation. Principals also have the responsibility of advising and assisting bus drivers in the maintenance of proper student behavior.

Transportation by school bus to and from school is a privilege for all students who qualify according to the Rules and Regulations of the School Committee and the Laws of the Commonwealth of Massachusetts. The school bus is an extension of the classroom and it should be understood that the right of the pupil for transportation to and from school is a qualified right dependent on good behavior.

General Rules and Regulations

When misconduct on a school bus becomes serious enough to warrant loss of bus privileges as listed below, the school administration shall be notified by the bus driver.

The administration shall notify the parent by phone to be followed by a letter of the suspension of his privileges, the number of days, the time the suspension is to start and the reason(s) for the action.

Suspension shall go into effect at the beginning of the next school day.

Permanent or long term suspension of bus privileges exceeding forty (40) days may only be made by the Property Subcommittee after the parent and student have had an opportunity for a hearing with the Assistant Superintendent and a recommendation is made by the Assistant Superintendent to said Committee.

Notices regulating student conduct will be posted in each classroom, printed in all student handbooks and be available in each transportation vehicle.

Specific Rules Governing Student Bus Conduct

Students who display any of the following types of behavioral patterns may, at the discretion of the administration, have their bus riding privileges suspended and/or be suspended from school.

1. Fighting or roughhousing
2. Smoking or playing with fire
3. Insubordination, swearing, obscene gestures
4. Damage to other students' property
5. Throwing any objects in or out of the bus
6. Damage to the bus
7. Eating or drinking beverages while on the bus
8. Violation of safety procedures
 - Not staying in seat while bus is in motion
 - Not sitting with feet on floor
 - Not crossing in front of the bus
 - Misbehavior at the bus stop
 - Unnecessary noise, shouting, playing radios and recording devices at an exceptionally high level
9. Such other school disciplinary conduct rules and regulations as may apply.

Warning Cards/Bus Cards

Depending on the seriousness of the situation the following actions will be appropriate:

Level: Kindergarten - 5th

1. First Offense: A written warning to parents -Kindergarten to Gr. 5
2. Second Offense: Up to a two (2) week suspension of transportation privileges
3. Third Offense: Up to an eight (8) week suspension of transportation privileges
4. Fourth Offense: Denial of further transportation privileges until a hearing is held with the parent, student and Assistant Superintendent

Level: 6th -12th

1. First Offense: Up to a two (2) week suspension of transportation privileges
2. Second Offense: Up to an eight (8) week suspension of transportation privileges
3. Third Offense: Denial of further transportation privilege until a hearing is held with the parent, student and Assistant Superintendent

Possession, consumption or sale of drugs or alcohol and/or possession of or use of any explosive devices on a school bus shall be subject to an immediate eight (8) week suspension of riding privileges.

The future privilege of the student to remain on the bus will be determined by the proper Subcommittee upon recommendation of the Assistant Superintendent of Schools.

Drivers may issue up to three (3) written warnings under number 8 (see above) without requesting the school administration to issue a formal bus card. The same form will be used for driver warning and bus cards. Drivers will be required to keep appropriate records and forward same to the administration for their use should a formal card be issued relative to these violations. However, offenses 1- 7 will result in suspension of bus riding privileges similar to the standards applied in suspending students for these offenses within the school.

File: JICE - STUDENT PUBLICATIONS

Students will enjoy the constitutional rights of freedom of expression. They will have the right to express their views in speech, writing, or through any other medium or form of expression within limitations comparable to those imposed on all citizens but specifically designed for children and youth in a school setting.

The School Committee will encourage student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for students to express their views.

All student publications will be expected to comply with the rules for responsible journalism. This means that libelous statements, unfounded charges and accusations, obscenity, defamation of persons, false statements, material advocating racial or religious prejudice, hatred, violence, the breaking of laws and school regulations or materials designed to disrupt the educational process will not be permitted.

The Superintendent will establish guidelines that are in keeping with the above and provide for the review of the content of all student publications prior to their distribution.

Review of content prior to publication is not censorship, but part of the educational process as this concerns student publications. It can be pointed out to students, as it frequently is to journalists, that a publisher (in this case, the school system) enjoys freedom to determine what it will and will not publish.

Distribution of Literature

Students have a right to the distribution of literature on school grounds and in school buildings, except that the Principal may prohibit the distribution in school buildings of a specific issue or publication if it does not comply with rules for responsible journalism. The Principal may require that no literature be distributed unless a copy is submitted to in advance.

The time, place, and manner of distribution of literature will be reasonably regulated by the Principal.

LEGAL REF.: M.G.L. 71:82

File: JICF - GANG ACTIVITY/SECRET SOCIETIES

The goal of the School Committee is to keep district schools and students free from the threats or harmful influence of any gang. For purposes of this policy, gang is defined as any group, secret society, organization or association that advocates drug use, violence, ethnic intimidation, or disruptive or illegal behavior. The Principal or his/her designee shall maintain supervision of school premises to deter intimidation of students and confrontations between members of different gangs.

The Superintendent shall establish open lines of communication with local law enforcement agencies so as to share information and provide mutual support in this effort within appropriate legal guidelines.

The Superintendent shall provide in-service training to help staff members identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately. Staff members shall be informed about conflict management techniques and alerted to intervention measures and community resources which may help students.

Symbols

The School Committee finds that gang symbols are inherently disruptive to the educational process, and therefore prohibits the presence of any insignia, apparel, jewelry, accessory, notebook or other school supply, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in gangs. The School Committee further prohibits any demonstration of gang membership through the use of hand gestures, graffiti, or printed materials. This policy shall be applied by the Principal or his/her designee as the need for it arises individual school sites. A student may be suspended or expelled for failure to comply with the provisions of this policy.

Prevention Education

The School Committee realizes that students may become involved in gangs without understanding the consequences of such membership. Early intervention is a key component of efforts to break the cycle of such memberships. Therefore, gang violence prevention information shall be made available in the elementary, middle, and high schools as appropriate.

SECRET SOCIETIES

Fraternalities, sororities and/or secret societies shall not receive District or building recognition in any manner.

A student may be suspended or expelled for failure to comply with the provisions of this policy.

File: JICFA - HAZING

- A. The School Committee recognizes and endorses M.G.L., c 269, section 17, 18, and 19. It is policy that all secondary and general administrators have been supplied with a copy of the statute. It is the policy of the Committee that all applicable reports and certifications be timely and fully completed and filed.
- B. Conduct shall be defined as follows:
 - 1. "Hazing" shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person, to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.
 - 2. "Non-school affiliated organization" shall mean any group or organization that operates on the campus of a secondary school but is not under the authority of the School Committee.
 - 3. "Secondary school" shall mean any school, be it public or private, that has been designated or approved as a secondary school by the School Committee.
 - 4. "School affiliated" shall mean an organization under the authority of the School Committee.
- C. Leadership of all organizations both school affiliated and non-school affiliated shall be provided copies of this policy and the law. All suspected violations of the law will be promptly and fully reported to appropriate authorities for possible criminal prosecution.
- D. Leadership and participants of school affiliated organizations who participate in the above-described activities shall be suspended for not less than five (5) school days. In appropriate cases, longer suspension and exclusions may result. The School Committee may disband, for up to five years, organizations violating such policy.
- E. Students who are members or leaders of non-school affiliated organizations and engage in such practices shall be disciplined as above. Non-school affiliated organizations whose members engage in this practice shall be denied use of school property for not less than sixty (60) days. In more serious cases, longer denials up to permanent may be imposed by the administration subject to review of the Committee.
- F. A student or students suspended for more than ten (10) days, disbanded organizations which are school affiliated and non-school affiliated organizations may request a "due-process" hearing within fifteen (15) days of the action or sooner before the Superintendent or his designee. The results of such hearings concerning organizations shall be reported to the School Committee.

Adopted: September 10, 1986

SOURCE: Gateway

File: JICFA-E - HAZING

CH. 269. S.17. CRIME OF HAZING; DEFINITION; PENALTY

Whoever is a Principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to be contrary, consent shall not be available as a defense to any prosecution under this action.

CH. 269, S. 18. DUTY TO REPORT HAZING

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable.

Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

CH. 269, S.19. HAZING STATUTES TO BE PROVIDED; STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing.

The Board of Regents and in the case of secondary schools, the Board of Education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such a report.

File: JICH - ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property, at any school function, or at any school sponsored event.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

The school district shall utilize, in accordance with law, a verbal screening tool approved by the Department of Elementary and Secondary Education to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis at grades 7 and 9.

Parents/guardians shall be notified prior to the opening of school each year. Parents/guardians shall have the right to opt out of the screening by written notice prior to or during the screening.

All statements made by a student during a screening are confidential and shall not be disclosed except in the event of immediate medical emergency or in accordance with law. De-identified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process.

This policy shall be posted on the district's website and notice shall be provided to all students and parents/guardians of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

SOURCE: MASC February 2018

LEGAL REFS.: M.G.L.[71:2A](#); [71:96](#); [71:97](#); [272:40A](#)

CROSS REFS.: [ADC](#), Tobacco Products on School Premises Prohibited

[GBEC](#), Drug Free Workplace Policy

[GBED](#), Tobacco use on School Property by Staff Members Prohibited

[IHAMB](#), Teaching About Drugs, Alcohol, and Tobacco

File: JICH-R - ALCOHOL AND DRUG ABUSE PROCEDURE FOR SCHOOL PERSONNEL

CONDITION:

I. ALCOHOL OR DRUG OVERDOSE

A. SIGNS AND SYMPTOMS

Delusions, hallucinations, hyperactivity, unconsciousness, and/or sudden drastic change in behavior, nausea.

B. PROCEDURE: This condition is a MEDICAL EMERGENCY so the standard emergency procedure applies:

1. Quickly assess the situation.
2. Do not leave the scene.
3. Take charge and assign a bystander, preferably a staff member to:
4. Contact Administrators. Be sure to give the exact location and nature of the emergency.
5. The school Administrators will immediately notify: a. 911; b. a school nurse; c. school resource officer and/or State Police
6. See II B # 4-9.

CONDITION:

II. ALCOHOL AND DRUG INTOXICATION

This category covers those students who are able to function on a limited basis, but who appear to be under the influence of drugs or alcohol.

A. SIGNS AND SYMPTOMS

Loud, disruptive behavior	Unsteady gait	Lethargy
Difficulty in concentration	Giddiness	Drowsiness
Slurred speech	Dilated or contracted pupils	Red eyes
Odor of alcohol	Odor of marijuana	

B. PROCEDURE

1. School personnel shall contact Administration to escort student to the Nurse. In the Administrator's absence, a Guidance Counselor will bring student to Nurse for assessment.
2. Remain with the student until the Administrator arrives.
3. The Nurse will examine the student and make a judgment as to student's condition and take appropriate action. The nurse will use an approved assessment tool. (See attached).
4. Notification of parents by Administration and student will be released to them. If parents are not available, student will be held in school until the student can be released to the designated guardian.

5. If there is reasonable suspicion that the student is under the influence of drugs or alcohol, the school or the student's primary care physician will refer the student to the appropriate facility for urine or blood drug/alcohol testing to occur that day. This will be done at the student's expense. The blood/urine drug/alcohol sample must pass through an appropriate chain of custody. The School Principal may suspend the student until the test results are received.
6. If the findings are negative, the suspension will be withdrawn.
7. If the results are positive, the School Principal may continue to suspend the student from school. The student will be barred from all school-sponsored activities.
8. If the results are positive, additional drug testing may be requested by lab specifications.
9. If a student complied with the testing procedures and is able to return to school, then the student is required to abide by the following:
 - a. The student will be required to complete all missed work by the date specified in the principal's or designee's suspension letter.
 - b. The student will maintain passing grades, which includes the full schedule to which he/she is currently assigned. The student's guidance counselor will monitor his/her performance.
 - c. The student will adhere strictly to the Attendance Policy as stated in the student handbook throughout his/her full day. The Assistant Principal will monitor such compliance.
 - d. When there is reasonable suspicion to believe that the student is under the influence of drugs/alcohol or in the possession of drugs/alcohol, unscheduled searches of the student's locker can occur at any time. In addition, searches of the student's person, belongings, and vehicle brought to school may occur.
 - e. When there is reasonable suspicion that the student is under the influence or in possession of drugs and/or alcohol on school property or at school-related events, the school's Administration will contact the student's parent/guardian. The student shall be required to undergo immediately, and obtain negative results from, a urine or blood drug/alcohol screening. This will be done at the student's own expense.
 - f. The student shall participate in individual, group and/or family counseling for substance abuse at his/her own expense. The student will bring documentation verifying such participation from the program administrator or counselor to his/her guidance counselor.
 - g. Referral to the School Principal for further action as deemed necessary. This may include recommendation for exclusion or expulsion.
10. See III. Referral to Intervention Team.

CONDITION:

III. CONCERN ABOUT ALCOHOL AND DRUG USE

Some students who are habitual users of drugs and/or alcohol may show gradual changes in classroom attendance, academic achievement, and/or physical or emotional patterns. School personnel, students and parents are encouraged to seek help for such students by making confidential referrals to the Intervention Team using the attached referral form.

INTERVENTION TEAM

1. **PURPOSE:** The purpose of the Intervention Team is:
 - a. To help identify those students with alcohol/drug problems.
 - b. To help the alcohol/drug involved student recognize the consequences of his/her use/abuse of alcohol/drugs.
 - c. To recommend resources for help to the student and his/her family.

2. **PROCEDURE:**
 - a. The Intervention Team shall consist of a nurse, guidance counselor, assistant principal, substance abuse counselor and any other school staff member.
 - b. Intervention Team referral forms are available through the Guidance Department and will be made available to all staff on the first day of school.
 - c. During the first month of each school year, the Principal will review the drug/alcohol policy and procedures with all school staff.
 - d. A student may be referred to the Intervention team from the following sources:
 1. Staff member
 2. Administrator
 3. Coach
 4. Parent
 5. Student
 6. Self
 7. Disciplinary procedures
 - e. The Intervention Team will meet weekly to review issues of drug/alcohol issues in the school and Intervention Team referrals. At this time the team will make a decision whether the case(s) warrants proceeding to the next step.
 - f. If the Intervention Team determines the student may be having alcohol/drug problems and if, therefore, the Intervention Team determines that the case(s) warrants proceeding to the next step, a representative from the Intervention Team will contact the parent/guardian to set up a meeting.
 - g. A meeting will be held with the student, his/her parent/guardian, an Intervention Team member, a substance abuse counselor and a student advocate (i.e. teacher) if requested. This meeting is not disciplinary in any way. At this meeting recommendations will be made for student and parent consideration which could include some or all of the following:
 1. Outside evaluation relative to the student's suspected drug/alcohol abuse;
 2. Outpatient program/counseling relative to student's suspected drug/alcohol abuse, i.e., individual counseling, group counseling, family counseling, drug testing;
 3. Other support programs outside the school (e.g. AA) relative to the student's suspected problem of drug/alcohol abuse.

- THIS MEETING SHALL BE HELD WITHIN TWO WEEKS OF THE INITIAL REFERRAL TO THE INTERVENTION TEAM.**

- h. A member of the Intervention Team will contact the parent/guardian and the student in order to follow up on the recommendations made at this meeting.

File: JICH-R-1 –PROCEDURES/RESPONSES

**SCHOOL PROCEDURE AND RESPONSE
TO DRUG AND ALCOHOL ABUSE BY STUDENTS**

BEHAVIOR	IN-SCHOOL RESPONSE	INTERACTION WITH POLICE	CONSEQUENCES
Student found to be IN POSSESSION of a drug or alcohol on school grounds and at school-sponsored activities	<ol style="list-style-type: none"> 1. Notification of Administration 2. Administration will continue an investigation in conjunction with school nurse (if available). 3. Administration will notify parents and student will be released to the designated guardian. 4. Student will be referred to the appropriate facility for drug/ alcohol testing to occur that day. 5. Additional drug/alcohol testing may be requested by lab specifications 6. Referral to Intervention Team 7. Administration will continue investigation with one other school official. 8. If student is found in possession of a controlled substance Principal may conduct an expulsion hearing. 	Police notified by Principal. School Resource Officer may participate in discussion and Treatment Plan if necessary. Contraband turned over to police.	<p>1st OFFENSE</p> <ol style="list-style-type: none"> 1. Minimum discipline of suspension. 2. Expulsion hearing. 3. Police may press charges. <p>2nd OFFENSE</p> <ol style="list-style-type: none"> 1. Expulsion 2. Police may press charges
Student found to be DISTRIBUTING drugs or alcohol.	<ol style="list-style-type: none"> 1. Notification of Administration 2. Administration will continue investigation 3. Administration will notify parents and student will be released to them. If parents are not available, student will be held in school until the student can be released to the designated guardian 4. Student will be referred to the appropriate facility for drug/alcohol testing to occur that day. 5. Additional drug/alcohol testing may be requested by lab specifications. 6. Principal may schedule expulsion hearing. 	Police notified by Principal. Contraband confiscated and turned over to police.	<p>1st OFFENSE</p> <ol style="list-style-type: none"> 1. Expulsion hearing 2. Police may press charges
Student voluntarily confides a drug or alcohol problem to school personnel	<p>School Personnel should:</p> <ol style="list-style-type: none"> 1. Fill out a referral form to the Intervention Team. 2. Encourage student to confide in parents & receive counseling. 3. Continue to maintain relationship with student (if appropriate). 	NONE	No discipline involved
Student suspected of being under the influence of drugs or alcohol at school or school-sponsored activities. NO CONTRABAND FOUND.	<ol style="list-style-type: none"> 1. School personnel shall notify Administration. 2. In Administrator's absence, a Guidance Counselor will bring student to nurse for assessment. 3. Notification of parents by Administration and student will be released to them. If parents are not available, student will be held in school until the student can be released to the designated guardian. 4. Student will be referred to the appropriate facility for drug/alcohol testing to occur that day. 5. If student tests positive, additional drug/alcohol testing may be requested by lab specifications. 6. School personnel will fill out referral to Intervention Team. 	When contraband has not been found, there is no actual crime to report to police. However, Principal may notify the police in cases where it is felt that further police investigation is warranted.	If student is found to be under the influence of drugs or alcohol minimum discipline of suspension. The student shall be barred from any school-sponsored activity.

**SCHOOL PROCEDURE AND RESPONSE
TO DRUG AND ALCOHOL ABUSE BY STUDENTS (cont.)**

BEHAVIOR	IN-SCHOOL RESPONSE	INTERACTION WITH POLICE	CONSEQUENCES
<p>Student admits to being under the influence of drugs or alcohol at school or at school-sponsored activities. NO CONTRABAND FOUND.</p>	<ol style="list-style-type: none"> 1. Notify Administration. 2. Administration will continue an investigation in conjunction with school nurse (if available). 3. Principal will notify parents and student will be released to them. If parents are not available, student will be held in school until the student can be released to the designated guardian. 4. Additional drug-alcohol testing may be requested by lab specifications. 5. Referral to Intervention Team. 	<p>When contraband has not been found, there is no actual crime to report to police. However, Principal may inform the police of this incident.</p>	<p>Minimum discipline of suspension. The student shall be barred from any school-sponsored activity.</p>
<p>Student found to be, or suspected of being, under the influence of alcohol or other drugs at a school sponsored activity not during school hours.</p>	<ol style="list-style-type: none"> 1. The staff person in charge at the event calls the student's parents or guardians to take the student home. 2. On the school day following the reporting of occurrence of an incident, the Administration holds a meeting with the student, the student's parents/guardians, a Guidance Counselor and other staff needed. 3. Student will be referred to the appropriate facility for drug/alcohol testing to occur that day. 4. If student tests positive additional drug testing may be requested by lab specifications. 5. Referral to Intervention Team. 	<ol style="list-style-type: none"> 1. The involvement of police is to be decided by the staff person in charge and the police officer who is on duty at the event. 2. If the police do take a student into protective custody, at the police station he/she will call the parents or guardians when required by law. 	<p>If found to be under the influence, minimum discipline of suspension.</p>

File: JIE - PREGNANT STUDENTS

School-age mothers, unless they receive adequate assistance, might drop out of school without acquiring the necessary education or without marketable skills.

Pregnant students will be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. The physician's approval of this continued attendance must be on file at the school. The student and her physician, in cooperation with the school staff, will develop an appropriate educational plan if it is agreed she should no longer attend school regularly.

Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction are offered; that return to school after delivery is encouraged; and that every opportunity to complete high school is provided.

LEGAL REF.: M.G.L. 71:84

File: JIHA - CANINE SCHOOL SEARCHES

At the discretion of the school building Principal, the police will be allowed to enter the school to conduct a random search of student lockers using drug searching dogs.

File: JII - STUDENT COMPLAINTS AND GRIEVANCES

The School Committee recognizes that there may be conditions in the school district that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well-conceived and understood in advance, can do much to maintain harmonious relationships among the schools and the students and community. Every attempt will be made to seek a satisfactory solution to any concerns in a friendly and informal manner.

Students--and their parents and/or guardians, who believe that a student has received unfair treatment, may bring forward their grievance through the appropriate channels. Appeals of disciplinary cases will be required to follow the district's policy on student discipline. Any applicable provisions of the Massachusetts General Laws or federal law will be followed by school officials in conducting hearings.

SOURCE: MASC October 2016

CROSS REF: [JIC](#) Student Discipline

File: JJ - CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

The School Committee believes that student activities are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations and knowledge and skills. Therefore, the schools will provide a broad and balanced program of activities geared to the various ages, interests, and needs of students.

The following will serve as guides in the organization of student activities:

1. The schools will observe a complimentary relationship to the home and community planning activities with due regard for the widespread and rich facilities already available to students.
2. The assistance of parents in planning activity programs will be encouraged.
3. The goal for each student will be a balanced program of appropriate academic studies and activities to be determined by the school, the parents, and the student. This should be a shared responsibility.
4. Guidance will be offered to encourage participation of all students in appropriate activities and to prevent over-emphasis on extracurricular activities at the cost of academic performance.
5. All activities will be supervised; all clubs and groups will have a faculty advisor.

LEGAL REF.: M.G.L. 71:47
603 CMR 26:06

File: JJ-R - CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

- (1) Advantages and privileges of public schools include all extracurricular activities made available, sponsored or supervised by any public school. No school shall sponsor or participate in the organization of outside extra-curricular activities conducted as such school which restrict students participation on the basis of race, color, sex, religion or national origin. 603 CMR 26.06(1) does not prohibit School Committees from allowing use of school premises by independent groups with restrictive membership.
- (2) No student shall be denied the opportunity in any implied or explicit manner to participate in an extra-curricular activity because of the race, color, sex, religion or national origin of the student except as provided in 603 CMR 26.06(7).
- (3) Each school system shall provide a fair distribution of athletic expenditures. Each school within such system shall provide equal opportunity for male and female students to participate in intramural and interscholastic sports. Factors considered in determining equal opportunity shall include budgetary allocations, the proportion of male and female students in the student body, the number and nature of activities offered, levels of competition, equipment (including rate of replacement), supplies, awards, uniforms, facilities, scheduling of games and practice times, travel opportunities and allowances, opportunities to receive equitable coaching and instruction at each level of competition and the availability of services such as medical and insurance coverage, publicity, clerical and administrative staff, scouting services and audio-visual aids.
- (4) In developing its athletic program, a school shall be required to demonstrate good faith by taking into account determined student interest.
- (5) In order to insure fair distribution of athletic expenditures as defined in 603 CMR 26.06(4), each school shall indicate in the budget that is reviewed by the School Committee the anticipated expenditure for each interscholastic and intramural athletic activity and the anticipated student participation in the activity by number and sex.
- (6) A school may establish separate teams for males and females for interscholastic and intramural compensation in a particular sport, provided that the requirements of 603 CMR 26.06(8) are satisfied.
- (7) Teams comprised primarily or solely of persons of one sex shall be granted equal instruction, training, coaching, access to available facilities, equipment and opportunities to practice and compete as teams engaged in a similar activity comprised primarily or solely of persons of the opposite sex.
- (8) Participation in extra-curricular activities shall be actively encouraged by each school for both boys and girls and for racial and ethnic minorities. When offering extra-curricular programs, schools shall take into consideration the ethnic traditions of the student body. Criteria not related to skill levels which act to exclude members of one sex of any racial, religious, or ethnic group represented in the school from participation in specific athletic or other extra-curricular activities cannot be permitted.

LEGAL REF.: M.G.L. 71:47
603 CMR 26.06

File: JJA - STUDENT ORGANIZATIONS

Student Organizations

Student organizations in the District shall be encouraged when they met the criteria of contributing to student self-esteem and performance and should operate within the framework of state statutes, Board policies, and administrative procedures.

Each building Principal shall develop general guidelines for the establishment and operation of student organizations within the particular school. Among other provisions, such guidelines shall require the approval of the Principal prior to the formation of any club or organization in the school and the assignment of at least one faculty or designated adult advisor to each approved student organization.

Within such guidelines will be provisions for a periodic review of all student organizations.

The formation of any student organization that may engage in activities of a controversial nature shall require approval by the board.

All student organizations shall be required to open membership to all interested and/or eligible students. Disruptive groups, secret societies, and/or gangs shall not receive recognition in any manner under this policy (see also Policy JICF).

All forms of hazing in initiations shall be prohibited in a student organization. No initiation shall be held for a student organization which will bring criticism to the school system or be degrading to the student.

The faculty or designated adult advisor must attend every meeting of the student organization whether conducted on school premises or at another location.

Student Organizations - High Schools

In addition to the above requirements, all clubs or organizations at the high school level will relate to the subject matter covered by the curriculum. The Principal is responsible for determining that the purpose of a student organization is related to the curriculum. The Principal is authorized to deny requests by unauthorized student organization desiring to meet or form in a particular school, the Principal shall inform the group of the reasons for the denial. The students and/or group may submit a written request to the appropriate District administrator for review of the Principal's decision.

LEGAL REF.: 603 CMR 26.06

File: JJC - STUDENT PERFORMANCES

Appearances of various school organizations, including the Gateway Band, before public audiences are encouraged provided such appearances do not duly interfere with the instructional program, the general welfare of the participating students, or other established policies.

Memorial Day (And Other Holiday) Observances

All requests for the band to participate in holiday observances in member towns of the district will be handled on an individual basis. There shall be no fee set; however, donations are acceptable and will be placed in the school band fund.

In the event there are more requests than the band can honor, a rotation system will be used with priority given to towns that did not have band participation in the previous year. No request received after April 1 will be eligible. Participation will be limited to a maximum of three observances as time and scheduling allows, with the Middle School band being limited to 2 parades.

File: JJE - STUDENT FUND-RAISING ACTIVITIES

While the School Committee recognizes that fundraising activities have become a part of the school environment at all levels, the Committee wishes to ensure that students are not exploited by the process.

The Committee supports student involvement in the sale of tickets to scheduled athletic events, school dramatic and musical performances, and other school events where sales are required. Also, student publications which require the sale of advertising to sustain themselves and serve the student body and/or the community may involve students in such sales.

Charitable fundraising activities, especially those that are part of a community service event or program are encouraged provided such proposals are submitted to and approved by both the building Principal and the Superintendent.

Other fundraising activities that wish to involve students in the fundraising process shall be submitted to the Superintendent for approval.

For safety reasons and because the School Committee recognizes that community members receive requests for support from many worthy causes, activities such as canning and door-to-door sales are strongly discouraged.

No money collections of any kind may be held in the schools without the specific consent of the Superintendent.

SOURCE: MASC October 2016

CROSS REFS.: [JP](#), Student Gifts and Solicitations

[KHA](#), Public Solicitations in the Schools

File: JJF - STUDENT ACTIVITY ACCOUNTS

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the district and are subject to policies established by the School Committee and the office of the Superintendent. The finds shall be managed in accordance with sound business practices which include accepted budgetary and accounting practices.

In compliance with Massachusetts General Law Chapter 71, Section 47, the School Committee:

1. Authorizes the Principals to accept money for recognized student activity organizations which currently exist or as from time-to-time may be revised.
2. Authorizes the Gateway Regional Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of Gateway's annual audit. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed annually among the Student Activity Checking Accounts as directed by the regulations established by School Committee policy.
3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established for each school by School Committee policy.
4. Directs Principals to provide the Treasurer with a bond in an amount agreeable to the Treasurer.

For accounts with limits that exceed \$25,000.00, the Massachusetts Department of Education recommends districts to consider an audit conducted by an outside accounting firm every two to three years.

File: JJG - CONTESTS FOR STUDENTS

The schools may cooperate with community organizations and agencies desiring to sponsor activities in the District when they keep with the purposes and educational aims of the school. Such activities must be integrated into the school program without disruption or loss of instructional time for students and without imposing an unreasonable added work load on school staffs. Involvement in contests shall be approved by the appropriate Director of Instruction administrator.

File: JJIB - INTERSCHOLASTIC ATHLETICS

The purpose of interscholastic athletics is both educational and recreational. The sports program should encourage participation by as many boys and girls as possible and should always be conducted with the best interests of the participants as the first consideration.

District participation in interscholastic athletics shall be subject to approval by the Committee. This shall include approval of membership in any leagues, associations, and conferences, and of any new agreements with other schools for a series of games or events.

The following regulations shall be observed for participation by individual students:

1. A student must have the written consent of parents or guardian for each type of inter-school sport in which he engages.
2. He or she must be determined physically fit for the sport by the school doctor or the family physician. In either case, the examining doctor's written certification of good health must be presented to the coach before the student may take part in an interscholastic event.

The school administration shall set up other rules for participation, such as those governing academic standing, in accordance with regulations and recommendations of the state interscholastic athletic association.

File: JK - STUDENT DISCIPLINE

All students in the Gateway Regional School District have the right to an education that will foster development to their maximum potential. Given this right, any student whose conduct disrupts the educational process may be subject to suspension or other disciplinary action.

Circumstances permitting, students are expected to be regular and punctual in attendance, display dress reasonably appropriate to the occasion, and demonstrate consideration for the rights of others.

Students whose conduct demonstrates that they are unwilling or unable to abide by reasonable rules and regulations, shall be subject to appropriate discipline by school authorities in a manner which reflects consideration of the human qualities of all individuals who are involved.

The following means are available to school authorities in order to maintain a desirable educational atmosphere:

- a. student conference
- b. notification of any problem concerning the student's behavior to the parent and/or guardian or to the student if of legal age
- c. parental conference
- d. removal
- e. suspension
- f. referral for expulsion
- g. other restrictions such as: detentions, loss of privileges, exclusion from school activities, etc.

All publications for school behavior shall be in accordance with School Committee policy.

File: JK-E - SCHOOL BEHAVIOR DEFINITIONS AND ACTIONS

I. Definitions

- A. “Exclusion” means any denial of public school privileges to a pupil for disciplinary purposes.
- B. “Removal” means an exclusion from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond 150 minutes.
- C. “Suspension” may be “in-school” or “out-of-school.” “In-school” suspension means an exclusion from regular classroom activity for no more than five (5) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. Out-of-school suspension means an exclusion from all school privileges for no more than ten (10) consecutive school days provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed.
- D. “Expulsion” means an exclusion from all school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school to which such pupil was assigned at the time such disciplinary action was taken. An expulsion period may not extend beyond 180 consecutive days, but it may extend into the following year.
- E. “Emergency” means a situation under which the continued presence of the pupil in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such pupil as possible.

II. Actions Leading to Removal, Suspension or Expulsion

- A. The following breaches of conduct on school property, school transportation, or any school sponsored activity may lead to consideration of removal, suspension or expulsion.
 - 1. ARSON – The willful and malicious burning of, or attempt to burn any part of any building or any property of the Gateway School District.
 - 2. CLASSROOM DISRUPTION – The act of being involved in behavior which disrupts the educational process of other students in the classroom or disregarding the suggestions and corrective effort of authorized school personnel.
 - 1. DISTRIBUTION OF UNAUTHORIZED MATERIALS – The act of distributing materials on school property without authorization of the building administration.
 - 2. DRUGS AND BEHAVIOR-ALTERING SUBSTANCES – Possession, use, or transfer of any stimulating, depressing, or behavior-altering substance without a medical prescription or any form of hallucinogenic drug, marijuana, or alcohol.
 - 3. EXTORTION – The act of borrowing or attempting to borrow any money or things of value from a person in the school unless the parties enter into the agreement freely and without the presence of either an implied or expressed threat.
 - 4. FALSE ALARMS – The act of knowingly initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without just cause.

5. FALSE REPORTS - The act of knowingly reporting false incidents, or making false accusations, or giving false testimony to school personnel which would affect the welfare of others.
6. FIGHTING - The act of involving hostile, bodily contact in or on school property, or going to or from school, including any activity under school sponsorship (i.e. dance, athletic event, etc.). The issue of self-defense, if involved, will be validated if at all possible.
7. FIREWORKS OR EXPLOSIVES - The act of possessing, using or threatening to use any substances of prepared chemicals on school property that explode or cause explosion and are capable of inflicting bodily injury.
8. FORGERY AND DECEPTION - The act of falsely using, in writing, the names of another person, or falsifying times, dates, grades, addresses, or other data on school forms.
9. GAMBLING - The act of any game of chance for money or valuables on school property
10. INDECENCY - The act of engaging in conduct that is contrary to commonly recognized standards of propriety and behavior.
11. INSUBORDINATION - The act of failing to respond to or carry out a reasonable request by authorized school personnel.
12. INTIMIDATION - The act of threat by force or verbalization against fellow students and/or School Committee employees.
13. LITTERING - The act of willfully littering on school property or on private property to and from school.
14. LOITERING - The act of being in or about any school building, or in specific restricted areas of a school building, at unauthorized times or without the specific authorization of school's personnel.
15. OBSCENITY - The act of using language in verbal or written form or in pictures of caricatures, or gestures, which are offensive to the general standards of the school and/or the community.
16. PHYSICAL ASSAULT - The act of physically attacking any student or School Committee employee on school property or going to or from school, including any activity under School Committee sponsorship. In this case the School Committee will render all reasonable assistance to the injured party in connection with the handling of the incident by law enforcement and judicial authorities.
17. POSSESSION OR USE OF WEAPONS - The act of having, using or threatening to use any weapon or instrument capable of inflicting bodily injury.
18. SMOKING - The act of violating the Massachusetts Anti-Cigarette Law as amended by the age of majority ruling, ". . . no minor (under age 16) may purchase, possess or use cigarettes".)

19. THEFT AND POSSESSION OF STOLEN PROPERTY - The act of taking or acquiring the property of others without their consent.
20. TRUANCY AND TARDINESS - The act of unauthorized absence or being late to school or classes for any period of time.
21. VANDALISM - The act of willful destruction or damage to property belonging to the school or others while under school jurisdiction.
22. Persistent and willful violation of regulations of the school.
23. The violation of a publicized School Committee Policy.

Procedures to deal with these actions are to be implemented in a manner consistent with the administrative regulations attached to this policy.

LEGAL REFS.: M.G.L. 71:37H; 71:82 through 71:86; 272:40A; 76:16;76:17

File: JK-R - ADMINISTRATIVE REGULATIONS - STUDENT DISCIPLINE

I. Procedures Governing Removal

- A. Teachers shall send any student so removed to an area designated by the principal and shall immediately inform the principal or his/her designee as to the name of the pupil against whom such disciplinary action was taken and the reason therefore.
- B. Removal shall not extend beyond 150 minutes.
- C. The principal or his/her designee will notify the parents or guardian of any such removal if appropriate and possible.

II. Procedures Governing Suspension

- A. The principal or his or her designee shall observe the following procedures except in cases where the student has already been, or such out-of-school suspension will result in the student's being, suspended more than thirty days in a school year, or except in circumstances under which the student will be prevented from completing a normal course of study. Where such exception exists, the procedure followed shall be that described in Section III E 1-8.
 - 1. Unless an emergency situation requiring the pupil's immediate removal exists, no student shall be suspended prior to having an informal hearing before the principal or his or her designee at which the student is informed as to the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible. If suspension is in school, it may not be for more than five (5) consecutive days and may not extend beyond the school year.
 - 2. By telephone, the principal, or his or her designee, shall make all possible attempts to immediately notify the parent or guardian of the student about the suspension and state the cause leading to the suspension.
 - 3. Whether or not telephone contact is made with the parent or guardians, the principal, or his or her designee, shall forward a letter to such parent or guardian to the last address reported on school records (or to a newer address if known by the principal, or his/her designee) within one (1) school day of the suspension action and offering the parent or guardian an opportunity for a conference to discuss same.
 - 4. Following a conference with the principal, or his or her designee, the student or his or her parent(s) or guardian(s) may request the Superintendent of Schools, or his or her designee, to review the principal's decision. Such review shall be completed and a written report issued to the student and his or her parent(s) or guardian(s) within three (3) days of such request. In re-examining the principal's decision to suspend, the superintendent shall require the principal, the person who witnessed and reported the incident which resulted in the student's suspension and the student to give individual accounts as to the events leading to the suspension. The superintendent shall determine whether such accounts shall be oral or written. Immediately following the receipt of such individual accounts and before issuance of his or her written report, the superintendent may, if he deems it appropriate, call all involved parties together for a conference.

5. If a student is eighteen years of age or older, any notice required by this policy shall be given to the student.
 6. Any pupil who is suspended shall be given an opportunity to complete any class work including, but not limited to, examinations which such pupil missed during the period of his suspension.
 7. The principal or his or her designee may review preliminary disciplinary problems of removal, suspension or expulsion which the school has had with the student in determining the length of suspension. If suspension is in school, it may not be for more than five (5) consecutive days and may not extend beyond the school year.
- B. In cases where the student has already been, or such suspension will result in the student's being, suspended more than thirty (30) days in a school year, or in circumstances under which the student will be prevented from completing a normal course of study, the student shall, prior to suspension, be granted a formal hearing before the School Committee as provided in subdivisions (1) to (9) of subsection E of section III.

III. Procedures Governing Expulsion

- A. A principal may request expulsion of a pupil in a case where the principal has cause to believe the student's conduct constitutes action referred to in Section II of the policy.
- B. Requests for expulsion are to be directed to the School Committee through the Superintendent of Schools.
- C. Upon receipt of an expulsion request, the Superintendent shall conduct an inquiry within two (2) school days of the request.
- D. If after the inquiry the superintendent, or his or her designee, determines that a student ought to be expelled he or she shall forward such request to the School Committee within five (5) school days of the request from the Principal.
- E. Except in an emergency situation requiring the student's immediate removal, the School Committee shall, prior to expelling the student conduct a hearing to be governed by the following procedures:
 1. The student and his parent(s) or guardian(s) must be given notice, at least five (5) days prior to the date of the hearing.
 2. The notice can contain:
 - (a) The date, time and place of the scheduled hearing.
 - (b) The details of the grounds for the proposed expulsion, including a narrative of the events leading to the expulsion, names or any witnesses against the student, copies of any statement or affidavits of those witnesses, a detailed summary of any other information to be used in support of expulsion, including any record of past offenses or misbehavior, and whether any prior warnings or suspensions have been given, and the proposed penalty.
 - (c) A statement of the student's rights as enumerated under Section III E.

3. At the hearing, the student shall have the right to testify and produce witnesses and other evidence in his or her defense. The student shall have the right to demand that any witnesses against him or her appear in person to answer his or her questions.

In exceptional circumstances, the School Committee may refuse to allow a witness against the suspended student to appear, when the School Committee believes that fear on the part of the witness would prevent the giving of accurate testimony. In such cases, a verbatim statement of the witness' testimony must be given to a student.

4. A student may be represented by any third party of his choice, including an attorney.
 5. A student is entitled to the services of a translator, to be provided by the School Committee, whenever the student or his parent(s) or guardian(s) do(es) not speak the English language.
 6. The School Committee shall keep a record of the hearing, and the student or such student's parent or guardian shall be entitled to a copy of that record at his or her own expense.
 7. The School Committee shall report its final decision in writing to the student, stating the reasons on which the decision is based, and the penalty to be imposed. Said decision shall be based solely on evidence derived at the hearing.
 8. Within twenty-four hours after its decision, the Committee shall notify the parent(s) or guardian(s) of any minor pupil, of such action.
 9. Whenever an emergency exists, the hearing provided for above shall be held as soon as possible after the expulsion.
- F. In determining the length of expulsion, the School Committee may consider past disciplinary problems of removal, suspension or expulsion with this student as evidence.
 - G. A student may be expelled at a meeting at which nine (9) or more members of the Committee are present, provided a majority of the Committee members sitting in the expulsion hearing vote to expel and that a majority votes for expulsion are cast.
- IV. The School Committee shall, at the beginning of each school year and at such other times as it may deem appropriate, provide for an effective means of informing students, parents, and/or guardians of the policy on student discipline and administrative regulations.

File: JKA - CORPORAL PUNISHMENT

State law provides that:

The power of the School Committee or of any teacher or other employee or agent of the Committee to maintain discipline on school property shall not include the right to inflict corporal punishment upon any student.

Established by law

LEGAL REF.: M.G.L. 71:37G

File: JKAA - PHYSICAL RESTRAINT

Physical restraint is defined as the use of bodily force to limit a student's freedom of movement. Physical restraint shall only be used as a behavior management tool when other less intrusive alternatives have failed or been deemed inappropriate. In the event that physical restraint is required to protect the safety of school community members, the Gateway Regional School District has enacted the following policy and procedures to ensure the proper use of restraint and to prevent or minimize any harm to the student as a result of the use of restraint. These procedures shall be annually reviewed, provided to school staff, and made available to parents of enrolled students.

Physical escort is defined as the touching or holding of a student without the use of force for the purpose of directing the student. Physical escort is not physical restraint and is not covered by this policy or the procedures which follow in Policy JKAA-R.

N.B. None of the foregoing paragraph or the policy/procedures which follow, precludes any teacher, employee or agent of the Gateway Regional School District from using reasonable force to protect students, other persons or themselves from assault or imminent, serious harm.

File: JKAA-R - PHYSICAL RESTRAINT

I. Staff Training

- A. All staff/faculty will receive training regarding the school's restraint policy within the first month of each school year, and employees hired after the school year begins will receive training within one month of starting of their employment
- B. Required training for all staff will include review of the following:
 - 1. The District's restraint policy;
 - 2. Interventions which may preclude the need for restraint, including de-escalation of problematic behaviors;
 - 3. Types of restraints and related safety considerations, including information regarding the increased risk of injury to a student when an extended restraint is used;
 - 4. Administering physical restraint in accordance with known medical or psychological limitations and
 - 5. Identification of program staff who have received in-depth training (as set forth below in section C in the use of physical restraint)
- C. Designated staff members shall participate in at least sixteen hours of in-depth training in the use of physical restraint.
 - 1. At the beginning of the school year, the principal will identify those staff who will participate in in-depth training and who will then be building based Teams to ensure the proper use of restraint.
 - 2. In-depth training will include:
 - a. Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship building, and the use of alternatives to restraint;
 - b. A description and identification of dangerous behaviors on the part of a student that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;
 - c. The simulated experience of administering and receiving physical restraint, instruction regarding the effect(s) on the person restrained, and when and how to summon appropriate assistance;
 - d. Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
 - e. Demonstration by participants of proficiency in administering physical restraint.

- D. Staff/faculty will review any behavior plans and become familiar with techniques to be used with the student. This may include de-escalate techniques, behavioral contracting and crisis intervention to ensure safety and well being of student and staff involved.

II Administration of physical restraint

- A. Physical restraint may only be used in the following circumstances:
 - 1. As a last resort, when non-physical interventions are ineffective; and
 - 2. The student's behavior poses a threat of imminent, serious, harm to self and/or others.
- B. Physical restraint is prohibited in the following circumstances:
 - 1. As a means of punishment; or
 - 2. As a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm. However, if the property destruction or the refusal to comply with a school rule or staff directive escalates into a situation which could result in imminent harm to the student or to others, physical restraint is appropriate.
- C. Only school personnel who have received required training or in-depth training pursuant to this policy shall administer physical restraint on students with, whenever possible, one adult witness who does not participate in the restraint. The training requirements, however, shall not preclude a teacher, employee, or agent of the school from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm
- D. Physical restraint shall be limited to the use of such reasonable restriction of movement necessary to protect a student or others from assault or imminent, serious, physical harm
- E. A person administering physical restraint shall use the safest method available and appropriate to the situation and only for the amount of time required for the student to regain control of this behavior ensuring safety of all.
- F. Physical restraint shall be discontinued when it is determined that the student is no longer at risk of causing imminent physical harm to self or others.
- G. Additional safety requirements:
 - 1. A restrained student shall not be prevented from breathing or speaking. A staff member will continuously monitor the physical status of the student, including skin color and respiration, during the restraint.
 - 2. If at any time during a physical restraint the student demonstrates significant physical distress, as determined by the staff member, the student shall be released from the restraint immediately, and school staff shall take steps to seek medical assistance.
 - 3. Program staff shall review and consider any known medical or psychological limitations and/or behavioral intervention plans regarding the use of physical restraint on an individual student.

- H. At an appropriate time after release of a student from physical restraint, a school administrator or other appropriate school staff shall:
 - 1. review the incident with the student to address the behavior that precipitated the restraint;
 - 2. review the incident with the staff person(s) who administered the restraint to discuss whether proper restraint procedures were followed, and
 - 3. consider whether any follow-up is appropriate for students who witnessed the incident.

III Methods of physical restraint

- A. CPI's Children's Control Position -- To be used with student smaller or weaker than staff.
- B. CPI's Team Control Position -- Staff member's face in same direction on either side of student. Body movement is reduced by lowering student's shoulders below waist while bracing student's arms at staff's waist.

IV Chemical/Mechanical/Seclusion restraints prohibited

- A. Chemical restraint - the administration of medication for the purpose of restraint is prohibited unless explicitly authorized by a physician and approved in writing by the parent(s)/guardian(s).
- B. Mechanical restraint - the use of physical device to restrict the movement of a student or the movement or normal function of a portion of his/her body is prohibited unless explicitly authorized by a physician and approved in writing by the parent(s)/guardian(s).
 - 1. A protective or stabilizing device, such as a harness, lap or other belts for securing a child in a chair, ordered by a physical or a therapist shall not be considered mechanical restraint
- C. Seclusion restraint -- physically confining a student alone in a room or limited space without access to school staff -- is prohibited.
 - 1. The use of "time out" procedures' during which a staff member remains accessible to the student, although not necessarily present, shall not be considered "seclusion restraint".

V. Reporting requirements:

- A. Program staff shall report the use of physical restraint after administration of every physical restraint
- B. The staff member who administered such a restraint shall verbally inform the principal of the restraint as soon as possible, and by written report no later than the next school working day.
 - 1. The written report shall be provided to the principal or his/her designee, except the principal shall prepare the report if the principal administered the restraint;
 - 2. The principal or his/her designee shall maintain an on-going record of all reported instances of physical restraint, which shall be made available for review by the Department of Education, upon request.

- C. The principal or his/her designee shall verbally inform the student's parent(s)/guardian(s) of such restraint as soon as possible, and by written report postmarked no later than three school working days following the use of such restraint.
1. If the school customarily provides school related information to the parent(s)/guardian(s) in a language other than English, the written restraint report shall be provided in that language.
- D. The written report required by both sessions B and C above shall include:
1. Names and job title of the staff who administered the restraint, and observers, if any,
 2. Date of restraint and time restraint began and ended;
 3. Name of administrator who was verbally informed following the restraint;
 4. Description of the activity the student, other students, and staff in the area were engaged in immediately preceding the use of physical restraint;
 5. Student's behavior that prompted the restraint;
 6. Efforts made to de-escalate the situation and alternatives to restraint that were attempted;
 7. Justification for initiating physical restraint;
 8. Description of administration of restraint including:
 - a. the holds used and reasons such holds were necessary
 - b. the student's behavior and reactions during the restraint
 - c. how the restraint ended and
 - d. documentation of injury to the student and/or staff, if any, during the restraint and any medical care provided;
 9. For extended restraints (restraints lasting more than twenty minutes), description of the alternatives to extended restraint that were attempted, the outcome of those efforts, and the justification for administering the extended restraint;
 10. Information regarding any further action(s) that the school has taken or may take, including any disciplinary sanctions that may be imposed on the student; and
 11. Information regarding opportunities for the student's parent(s)/guardian(s) to discuss with school officials the administration of the restraint, any disciplinary sanctions, and/or other related matters.
- E. The school will, within five school working days of the reported restraint, provide to the Department of Education a copy of the written report as described above and a copy of the record of physical restraints maintained by the program administrator for the thirty day period prior to the date of the reported restraint when:

1. a restraint has resulted in a serious injury to a student or program staff member; or
 2. when an extended restraint has been administered.
- F. Parent(s)/guardian(s) may voluntarily waive the reporting requirements as stated above for restraints that do not result in serious injury to the student or a program staff member and do not constitute extended restraint.
1. Gateway Regional School District may seek such individual waiver for students who present a high risk of request, dangerous behavior that may require the frequent use of restraint.
 2. Gateway Regional School District shall not require parental consent to such a waiver as a condition of admission or provision of services.
 3. Parent(s)/guardian(s) may withdraw consent to such waiver at any time without penalty.
 4. Extended restraints and restraints that result in serious injury to a student or program staff member must be reported as described above regardless of any individual waiver.
 5. The following documentation regarding individual waiver of reporting requirements will be maintained on-site in the student's file and will be made available for inspection to the Department of Education upon request:
 - a. Informed written consent of parent(s)/guardian(s) to the waiver, which shall specify those reporting requirements listed above that the parent(s)/guardian(s) agrees to waive; and
 - b. Specific information regarding when and how the parent(s)/guardian(s) will be informed regarding the administration of all restraints to the individual student.

VI Students with Disabilities

- A. Restraints may be administered to a student with a disability pursuant to the student's Individualized Education Plan or other written and agreed upon plan developed in accordance with state and federal law, subject to the following exceptions:
1. The limitations on chemical, mechanical, and seclusion restraint as stated above shall apply; and
 2. The training and reporting requirements described in this policy shall apply.

File: JKAA-E - PHYSICAL RESTRAINT REPORT

This report is required after any physical restraint lasting longer than five (5) minutes, or after administration of a physical restraint that results in injury to a student or staff member. Physical restraint lasting longer than 20 minutes requires additional action (see below). This report must be submitted no later than the next school day following the restraint.

Date: _____ Site: _____

This report prepared by: _____

Staff administering restraint:

Name: _____ Title: _____
Name: _____ Title: _____

Observers (if any):

Name: _____ Title: _____
Name: _____ Title: _____

Name of Administrator who was verbally informed following restraint:

Name: _____ Title: _____
Reported by: _____

PRECIPITATING ACTIVITY:

Description of activity in which the restrained and other students were engaged immediately preceding use of physical restraint:

Behavior that prompted restraint:

Efforts made to de-escalate and alternatives to restraint that were attempted:

Justification for initiation physical restraint (*check as many as apply*)

- Non-physical interventions were not effective.
- To protect student from imminent, serious, physical harm
- To protect other student/staff from imminent, serious, physical harm

Describe holds used and why such holds were necessary.

Student's behavior and reaction during restraint:

Time restraint began: _____ Time restraint ended: _____

CESSATION OF RESTRAINT:

How restraint ended (*check as many as apply*):

- Determination by staff members that student was no longer a risk to himself or others
- Intervention by administrators/others facilitated de-escalation
- Law enforcement personnel arrived
- Student exhibited physical distress and was released immediately.
- Staff sought medical assistance

Documentation of any injury to student and/or staff and any medical care provided:

Incident report was filed with _____ Office:

FOR EXTENDED RESTRAINTS (beyond 20 minutes):

Alternatives to extended restraint that were attempted:

Outcome of those efforts:

Justification for administering extended restraint:

FURTHER ACTION:

The school will take the following action and/or disciplinary sanctions (*check as many as apply*):

- Review incident with student to address behavior that precipitated incident.
- Review incident with staff to discuss whether proper restraint procedures were followed.
- Consider whether follow-up is necessary for students who witnessed the incident.
- Verbally inform parents on (date): _____
- Send written report in home language to parent by (date) (*withing 3 school working days*)

- Disciplinary action/sanctions: _____

PARENT/GUARDIAN NOTIFICATION (Required for all reported restraints):

Verbally informed of physical restraint on _____ by (teacher/administrator/other) or document attempts to contact verbally.

Written report sent to parent/guardian on _____ by (teacher/administrator/other) at _____
(street address)

Parent/guardian was offered opportunity to discuss the administration of physical restraint and/or disciplinary sanctions with (teacher/administrator). Results of discussion:

REPORT TO DEPARTMENT OF EDUCATION - *Required if restraint resulted in serious injury to student or program staff member, or when an extended restraint has been administered.*

- Report sent to DOE within 5 school working days:
Date: _____ by _____
- Copy of the record of physical restraints maintained by the program administrator for the thirty day period prior to the date of the reported incident sent on _____ by _____
(Required)

File: JL - STUDENT WELFARE

Supervision of Students

School personnel assigned supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

In keeping with this expected prudence, no teacher or other staff member will leave his/her assigned group unsupervised except as an arrangement has been made to take care of an emergency.

During school hours or while engaging in school-sponsored activities, students will be released only into the custody of parents or other persons authorized in writing by a parent or guardian.

Reporting to Authorities - Suspected Child Abuse or Neglect

Any school official or employee shall report any suspected child abuse or neglect as required by M.G.L. Ch. 119, S. 51A.

In accordance with the law, the District shall establish the necessary regulations and procedures to comply with the intent of the Act consistent with the District's responsibility to the students, parents, District personnel, and the community.

Student Safety

Instruction in courses in industrial arts, science, homemaking, art, physical education, health, and safety will include and emphasize accident prevention.

Safety instruction will precede the use of materials and equipment by students in applicable units of work, and instructors will teach and enforce all safety rules set up for the particular courses. These include the wearing of protective eye devices in appropriate activities.

Safety on the Playground and Playing Field

The District shall provide safe play areas. Precautionary measures which the District requires shall include:

- A periodic inspection of the school's playground and playing fields by the Principal of the school and others as may be deemed appropriate;
- Instruction of students in the proper use of equipment;
- Supervision of both organized and unorganized activity;

Fire Drills

The District shall cooperate with appropriate fire departments in the conduct of fire drills.

File: JLA - STUDENT INSURANCE PROGRAM

A noncompulsory accident insurance plan totally administered by an insurance company may be made available to students. The District does not assume any responsibility regarding service, claims, or other matters relating to the insurance program.

All students participating in competitive athletics shall be required to be covered by a medical insurance plan.

File: JLC - STUDENT HEALTH SERVICES AND REQUIREMENTS

Activities may include identification of student health needs, health screening tests (including eye and hearing screening tests), communicable disease prevention and control, promotion of the correction of remediable health defects, emergency care of the ill and injured, health counseling, health and safety education, and the maintenance of a healthful school environment.

The District recognizes that parents have the primary responsibility for the health of their students. The school will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety.

The District shall provide the services of a medical consultant who shall render medial and administrative consultative services for personnel responsible for school health and athletics.

Procedures for Emergency at School

School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision.

Each year parents shall supply information indicating where the student is to be taken in case of an emergency; the name, address, and phone number of a neighbor to be contacted in case the parent is not available; and any allergies or diseases the student might have.

The District shall maintain an Emergency Procedures Handbook which shall be utilized by District personnel for handling emergencies. Emergency procedures shall include the following:

Provision for care beyond First Aid, which would enable care by the family or its physician or the Paramedic Assistance Unit of the Fire Department. In instances when the Paramedic Assistance Unit is required, every effort shall be made to provide the unit with the student's Emergency Card which lists any allergies or diseases the student might have;

Information relative to not permitting the administration of any form of medicine or drugs to students without written approval of parents. Requests made by parents for such administration of medication shall be reviewed and approved by the Principal or designee;

Provisions for reporting all accidents, cases of injury, or illness to the Principal. Provisions shall be made (in all cases of injury or illness involving possible legal or public relations implications) for reporting such to the appropriate executive director of education immediately;

Prompt reporting by teachers to the Principal or designee any accident or serious illness and such reports will be filed with the Business Office.

Student Illness or Injury

In case of illness or injury, the parent or guardian will be contacted and asked to call for the student or provide the transportation.

Transportation of an ill or injured student is not normally to be provided by the school. If the parent cannot provide transportation and the student is ill or injured, an ambulance may be called. Expense incurred as a result of emergency ambulance use will not be borne by the District.

Transportation of a student by school personnel will be done only in an emergency and by the individual so designated by the school administrator.

LEGAL REF.: M.G.L. 71:53;54;54A;54B;55;55A;55B;56;57

CROSS REF.: EBB, First Aid

File: JLCA - PHYSICAL EXAMINATIONS OF STUDENTS

Every student in grades K-5 and grades 8 and 10 will be examined once in each school year for screening in sight or hearing and for other physical problems as provided in the laws. A record of the results will be kept by the school nurse.

Every student is required to have a general physical examination two times: upon entering school and upon admittance to the seventh grade. The results of examinations will be a basis for determining what corrective measures or modifications of school activities, if any, should be recommended. A record of all examinations and recommendations will be kept.

Every candidate for a school athletic team will present the signed consent of parent or guardian in order to participate on a squad. A sports physical is required and is the responsibility of parents/guardians. A written report stating the fitness of the student to participate signed by the physician will be sent to the school nurse.

LEGAL REFS.: M.G.L. 71:53; 71:54; 71:56; 71:57

CROSS REF.: JF, School Admissions

File: JLCB - INOCULATIONS OF STUDENTS

Students entering school for the first time, whether at kindergarten or through transfer from another school district, will be required to present a physician's certificate attesting to immunization against communicable diseases as may be specified from time to time by the Department of Public Health. The only exception to these requirements will be made on receipt of a written statement from a doctor that immunization would not be in the best interests of the child, or by the student's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent/guardian.

SOURCE: MASC October 2016

LEGAL REF.: M.G.L. [76:15](#)

File: JLCC - COMMUNICABLE DISEASES

The District is required to provide educational services to all school age children who reside within its boundaries. By law, however, admission to school may be denied to any child diagnosed as having a disease whereby attendance could be harmful to the welfare of other students and staff, subject to the District's responsibilities to handicapped children under the law.

The School Committee recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases.

Management of common communicable diseases shall be in accordance with Massachusetts Department of Health guidelines. A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance. The District reserves the right to require a physician's statement authorizing the student's return to school.

The educational placement of a student who is medically diagnosed as having a life-threatening communicable disease shall be determined on an individual basis in accordance with this policy and accompanying administrative procedures. Decisions about the proper educational placement shall be based on the student's behavior, neurological development, and physical condition; the expected type of interaction with others in school setting; and the susceptibility to other diseases and the likelihood of presenting risks to others. A regular review of the placement decision shall be conducted to assess changes in the student's physical condition, or based on new information or research that may warrant a change in a student's placement.

In the event a student with a life-threatening communicable disease qualifies for services as a handicapped child under state and federal law, the procedures for determining the appropriate educational placement in the least restrictive environment shall be used in lieu of the procedures designated above.

Neither this policy nor the placement of a student in any particular program shall preclude the administration from taking any temporary actions including removal of a student from the classroom as deemed necessary to protect the health, safety, and welfare of the student, staff, and others.

In all proceedings related to this policy, the District shall respect the student's right to privacy. Only those persons with a direct need to know shall be informed of the specific nature of the student's condition. The determination of those who need to know shall be made by the Superintendent.

SOURCE: MASC October 2016

LEGAL REF.: M.G.L. [71:55](#)

File: JLCCA - AIDS (ACQUIRED IMMUNE DEFICIENCY SYNDROME) RESOLUTION

Whereas, there is a great deal of concern in the community about the history, symptoms, and transmissibility of Acquired Immune Deficiency Syndrome (AIDS) and AIDS Related Complex (ARC); and

Whereas, misinformation or lack of knowledge regarding the scope of the disease could result in improper decisions about children's attendance at school; and

Whereas, a comprehensive policy on AIDS and ARC has been developed by the Massachusetts Department of Public Health, which has been adopted by the Massachusetts Department of Education as policy; therefore be it

RESOLVED, that the Massachusetts Medical Society strongly recommends at this time that school systems in the Commonwealth appropriately implement an official policy governing school attendance by children and teachers with Acquired Immune Deficiency Syndrome (AIDS) and AIDS Related Complex (ARC) using the guidelines currently developed by the Massachusetts Department of Public

File: JLCCA*-E-1 - AIDS (ACQUIRED IMMUNE DEFICIENCY SYNDROME)
SCHOOL ATTENDANCE POLICY*

Epidemiological studies show that AIDS is transmitted via sexual contact or blood to blood contact. To date, there is no recorded transmission of AIDS to family members who are non-sexual contacts. This fact is also observed with medical personnel who directly care for and are exposed to AIDS cases. Since there is no evidence of casual transmission by sitting near, living in the same household, or playing together with an individual with AIDS, the following guidelines are recommended by the Governor's Task Force on AIDS for implementation in school systems throughout the Commonwealth.

1. All children diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus, Human Immunodeficiency virus, (HIV), and receiving medical attention are able to attend regular classes.
 - A. If a child has cutaneous (skin) eruptions or weeping lesions that cannot be covered, he/she should not be in school.
 - B. If the child exhibits inappropriate behavior which increases the likelihood of transmission (i.e. biting or frequent incontinence), he/she should not be in school.
 - C. Children diagnosed with AIDS or with clinical evidence of infection with the AIDS associated virus (HIV), who are too ill to attend school, should have an appropriate alternative education plan.
 - D. Siblings of children diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HIV) are able to attend school without any further restrictions.

*NOT INTENDED FOR DAY CARE

2. The child's personal physician is the primary manager the child diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HIV). Management includes acting as the "gate keeper" for the child's attendance at school in accordance with the policy outlined above.
 - A. The child's personal physician, after consultation with the family, is responsible for reporting cases of AIDS to the Massachusetts Department of Public Health's Division of Communicable Disease. The school Superintendent will be notified by the child's personal physician and will provide assistance in identifying those educational or health care agents with an absolute need to know.

- B. Only persons with an absolute need to know should have medical knowledge of a particular student. In individual situations, the Superintendent might notify one or more of the following:
 - . Principal
 - . School Nurse
 - . Teacher
 - C. Notification should be by a process that would maximally assist patient confidentiality. Ideally, this process should be direct person to person contact.
 - D. If school authorities believe that a child diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HIV) has evidence of conditions described in #1, then the school authorities can dismiss the child from the class and request authorization from the child's personal physician so that class attendance is within compliance with the school policy.
 - E. If school authorities and the child's personal physician are in conflict, then the case should be referred to the Department of Public Health for review by an appointed physician who would determine the permissibility of attendance.
3. Since the child diagnosed as having AIDS or with clinical evidence of infection with the Aids associated virus (HIV) has a somewhat greater risk of encountering infections in the school setting, the child should be excluded from school if there is an out-break of a threatening communicable disease such as chicken pox or measles until he/she is properly treated (possibly with hyperimmune gamma globulin) and/or the outbreak has no longer become a threat to the child.
4. HIV screening is a blood test for detecting the presence of antibody to the HIV virus. Antibodies are substances produced by white blood cells that help fight infection caused by viruses or bacteria. Testing for HIV antibody is not recommended for any purposes other than to assist the child's personal physicians in a highly selected set of clinical decisions. Results of HIV antibody tests are confidential and should not be reported to schools.
5. Blood or any other body fluids including vomit and fecal or urinary incontinence in any child should be treated cautiously. It is recommended that gloves be worn when cleaning up any body fluids.
- A. These spills should be disinfected with bleach (one part bleach to ten parts water), or another disinfectant, by pouring the solution around the perimeter of the spill.
 - B. All disposable materials, including gloves, should be discarded into a plastic bag. The mop should be disinfected with the bleach solution described in 5A.

- C. Persons involved in the clean-up should wash their hands afterward.
- 6. In-service education of appropriate school personnel should ensure that proper medical and current information about AIDS is available.

NOTE: These are the guidelines, revised September 1986, from the Massachusetts Department of Public Health.

File: JLCD - ADMINISTERING MEDICINES TO STUDENTS

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician (see below for exceptions). If a student has been approved for self-administration, a student who needs medication during the school day may be reminded to take the medicine by the school nurse or other individual designated by the school nurse in the student's medical administration plan. This provision only applies when the school nurse has a medical administration plan in place for the student. No one but the school nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student.

Exceptions:

The school district shall, through the district nurse leader, register with the Dept. of Public Health and train personnel in the use of epinephrine auto-injectors.

The school district may, in conjunction with the School Physician and the School Nurse Leader, stock nasal naloxone (Narcan) and trained medical personnel and first responders may administer nasal naloxone to individuals experiencing a life threatening opiate overdose in a school setting.

If the school district wishes medical personnel to train non-medical staff in the administration of nasal naloxone, the School Committee shall vote to approve such training and the Superintendent shall ensure that medical personnel have a written protocol which complies with medical directives and regulations from the Dept. of Public Health.

Following consultation with the school nurse, students who fall into the following exceptions may self-administer medications:

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
3. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.
4. Students with life threatening allergies may possess and administer epinephrine.

SOURCE: MASC October 2016

LEGAL REF.: M.G.L. [71:54B](#) Dept. of Public Health Regulations: 105 CMR 210.00; 244 CMR 3.00

File: JLCD-R - POLICY FOR THE ADMINISTRATION OF MEDICATIONS

The Gateway Regional School Committee approve the following policies governing administration of medications in the schools under its jurisdiction.

I. Management of the Medication Administration Program

A. The school nurse shall be the supervisor of the medication administration program in the school.

B. Medication orders/Parental Consent:

1. The school nurse shall ensure that there is a proper medication order from a licensed prescriber which is renewed as necessary, including the beginning of each academic year. A telephone order or an order for any change in medication shall be received only by the school nurse. Any such verbal order must be followed by a written order within three school days. Whenever possible, the medication order shall be obtained and the medication administration plan shall be developed before the student enters or re-enters school.

a. In accordance with the standard medical practice, a medication order from a licensed prescriber shall contain:

- (1) the student's name;
- (2) the name and signature of the licensed prescriber and business and emergency phone numbers;
- (3) the name of the medication;
- (4) the route and dosage of medication;
- (5) the frequency and time of medication administration;
- (6) the date of the order and discontinuation date;
- (7) a diagnosis and any other medical conditions requiring medication, if not a violation of confidentiality or if not contrary to the request of a parent, guardian or student to keep confidential;
- (8) specific directions for administration.

b. Every effort shall be made to obtain from the licensed prescriber the following additional information, if appropriate:

- (1) any special side effects, contraindications and adverse reactions to be observed;
- (2) any other medications being taken by the student;
- (3) the date of the next scheduled visit, if known.

c. Special medication situations

- (1) For short-term medications, i.e., those requiring administration for ten school days or fewer, the pharmacy-labeled container may be used in lieu of a licensed prescriber's order; if the nurse has a question, she may request a licensed prescriber's order.
- (2) Investigational new drugs may be administered in the schools with (a) written order by a licensed prescriber, (b) written consent of the parent or guardian, and (c) a pharmacy-labeled

container of dispensing. If there is a question, the school nurse may seek consultation and/or approval from the school physician to administer the medication in the school setting.

2. The school nurse shall ensure that there is a written authorization by the parent or guardian which contains:
 - a. the parent or guardian's printed name, signature, and emergency phone number;
 - b. a list of all medications the student is currently receiving, if not a violation of confidentiality or contrary to the request of the parent, guardian or student that such medications not be discontinued;
 - c. approval to have the school nurse or school personnel designated by the school nurse administer the medication;
 - d. persons to be notified in case of a medication emergency, in addition to the parent or guardian and licensed prescriber.

C. Medication Administration Plan:

The school nurse, in collaboration with the parent or guardian whenever possible, shall establish a medication administration plan for each student receiving a medication. Whenever possible, a student who understands the issues of medication administration shall be involved in the decision-making process and his/her preferences respected to the maximum extent possible. If appropriate, the medication administration plan shall be referenced in any other health or educational plan developed pursuant to the Massachusetts Special Education Law (Individual Education Plan under Chapter 766) or federal laws such as the individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

1. Prior to the initial administration of the medication, the school nurse shall assess the child's health status and develop a medication administration plan which includes:
 - a. the name of the student; The Department of Education Guidelines for special education require student consent for the 18-21 age group and student participation in planning after age 14 if appropriate.
 - b. an order from a licensed prescriber, including business and emergency telephone numbers;
 - c. the signed authorization of the parent or guardian, including home and business telephone numbers;
 - d. any known allergies to food or medications;
 - e. the diagnosis, unless a violation of confidentiality or the parent, guardian or student requests that it not be documented;
 - f. the name of the medication;
 - g. the dosage of the medication, frequency of administration and route of administration;
 - h. any specific directions for administration;
 - i. any possible side effects, adverse reactions or contraindications;
 - j. the quantity of medication to be received by the school from the parent or guardian;

- k. the required storage conditions;
- l. the duration of the prescription;
- m. the designation of unlicensed school personnel, if any, who will administer the medication to the student in the absence of the nurse, and plans for back-up if the designated persons are unavailable;
- n. plans, if any, for teaching self-administration of the medication;
- o. with parental permission, other persons, including teachers, to be notified of medication administration and possible adverse effects of the medication;
- p. a list of other medications being taken by the student, if not a violation of confidentiality or contrary to the request of the parent, guardian or student that such medication not be documented;
- q. when appropriate, the location where the administration of the medication will take place;
- r. a plan for monitoring the effects of the medication;
- s. provision for medication administration in the case of field trips and other short-term special school events. Every effort shall be made to obtain a nurse or school staff member trained in medication administration to accompany students at special school events. When this is not possible, the school nurse may delegate medication administration to another responsible adult. Written consent from the parent or guardian for the named responsible adult to administer the medication shall be obtained. The school nurse shall instruct the responsible adult on how to administer the medication to the child.

D. The school nurse shall develop a procedure to ensure the positive identification of the student who receives the medication.

E. The school nurse shall communicate significant observations relating to medication effectiveness and adverse reactions or other harmful effects to the child's parent or guardian and/or licensed prescriber.

F. In accordance with standard nursing practice, the school nurse may refuse to administer or allow to be administered any medication, which, based on her/his individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. In these cases, the parent/guardian and licensed prescriber shall be notified immediately by the school nurse and the reason for refusal explained.

G. For the purposes of medication administration, the Licensed Practical Nurse functions under the general supervision of the school nurse who has delegating authority. (Medication administration is within the scope of practice for the Licensed Practical Nurse under M.G.L. Chapter [112](#)).

H. The school nurse shall have a current pharmaceutical reference available for her/his use, such as the Physician's Desk Reference (PDR) or U.S.D.I. (Dispensing Information), Facts and Comparisons.

I. Delegation/Supervision: For the purpose of administering emergency medication to an individual child, including parental administration (i.e. by injection) of medication pursuant to 210.004 (B)(2), the school nurse may identify individual school personnel or categories of personnel for the administration of medication. Said school personnel shall be listed on the medication administration plan and receive training in the administration of emergency medication to a specific child.

1. The school nurse, in consultation with the school physician, shall have final decision-making authority with respect to delegating administration of medications to unlicensed personnel in school systems registered with the Department of Public Health.
2. When medication administration is delegated by the school nurse to unlicensed school personnel, such personnel shall be under the supervision of the school nurse for the purposes of medication administration.
3. A school nurse shall be on duty in the school system while medications are being administered by designated unlicensed school personnel and available by telephone should consultation be required.
4. The administration of parenteral medications may not be delegated, with the exception of epinephrine or other medication to be administered in a life-threatening situation where the child has a known allergy or pre-existing medical condition and there is an order for administration of the medication from a licensed prescriber and written consent of the parent or guardian.
5. Medications to be administered pursuant to p.r.n. ("as needed") orders may be administered by authorized school personnel.
6. For each school, an updated list of unlicensed school personnel who have been trained in the administration of medications shall be maintained. Upon request, a parent shall be provided with a list of school personnel authorized to administer medications.
7. Supervision of Unlicensed Personnel.

Authorized unlicensed personnel administering medications shall be under the supervision of the school nurse. The School Committee or Board of Trustees, in consultation with the Board of Health where appropriate, shall provide assurance that sufficient school nurse(s) are available to provide proper supervision of unlicensed school personnel. Responsibilities for supervision at a minimum shall include the following:

- a. After consultation with the Principal or administrator responsible for a given school, the school nurse shall select, train and supervise the specific individuals, in those categories of school personnel approved by the School Committee or Board of Trustees, in consultation with the Board of Health when appropriate, who may administer medications. When necessary to protect student health and safety, the school nurse may rescind such selection.
- b. The number of unlicensed school personnel to whom responsibility for medication administration may be delegated is determined by:
 - (1) the number of unlicensed school personnel and the school nurse can adequately supervise on a weekly basis as determined by the school nurse;
 - (2) the number of unlicensed school personnel necessary, in the nurse's judgment, to ensure that the medications are properly administered to each student.
- c. The school nurse shall supervise the training of the designees consistent with the Department of Public Health's requirements in CMR 210.007 of the Regulations Governing the Administration of Prescription Medications in Public and Private Schools.
 - (1) The school nurse shall document the training and evidence of competency of unlicensed personnel designated to assume the responsibility for medication administration.

(2) The school nurse shall provide a training review and informational update, at least annually, for those school staff authorized to administer medications.

d. The school nurse shall support and assist persons who have completed the training to prepare for and implement the responsibilities related to the administration of medication.

e. Whenever possible, the first time that unlicensed school personnel administers medication, the delegating nurse shall provide supervision at the work site.

f. The degree of supervision required for each student shall be determined by the school nurse after an evaluation of the appropriate factors involved in protecting the student's health including, but not limited to the following: (a) health condition and ability of the student; (b) the extent of training and capability of the unlicensed school personnel to whom the medication administration is delegated; (c) the type of medication; and (d) the proximity and availability of the school nurse to the unlicensed person who is performing the medication administration.

g. Personnel designated to administer medications shall be provided with the names and locations of school personnel who have documented certification in cardiopulmonary resuscitation. Schools should make every effort to have a minimum of two school staff members with documented certification in cardiopulmonary resuscitation present in each school building throughout the day.

h. For the individual child, the school nurse shall:

(1) determine whether or not it is medically safe and appropriate to delegate medication administration;

(2) administer the first dose of the medication, if (1) there is reason to believe there is a risk to the child as indicated by the health assessment, or (2) if the student has not previously received this medication in any setting.

(3) review the initial orders, possible side effects, adverse reactions and other pertinent information with the person to whom medication administration has been delegated;

(4) provide supervision and consultation as needed to ensure that the student is receiving the medication appropriately.

Supervision and consultation may include record review, on-site observation and/or student assessment.

(5) review all documentation pertaining to medication administration every two weeks or more often as necessary.

II. Self-Administration of Medications

"Self-administration" means that the student is able to consume or apply medication in the manner directed by the licensed prescriber, without additional assistance or direction.

A student may be responsible for taking his/her own medication after the school nurse has determined that the following requirements are met:

A. The student, school nurse and parent/guardian, where appropriate, enter into an agreement which specifies the conditions under which medication may be self-administered;

- B. The school nurse, as appropriate, develops a medication administration plan which contains only those elements necessary to ensure safe self-administration of medication;
- C. The student's health status and abilities have been evaluated by the school nurse who then deems self-administration safe and appropriate. As necessary, the school nurse shall observe initial self-administration of the medication;
- D. The school nurse is reasonably assured that the student is able to identify the appropriate medication, knows the frequency and time of day for which the medication is ordered;
- E. There is written authorization from the student's parent or guardian that the student may self-medicate unless the student has consented to treatment under M.G.L. c. [112, s. 12F](#) or other authority permitting the student to consent to medical treatment without parental permission;
- F. If requested by the school nurse, the licensed prescriber provides a written order for self-administration;
- G. The student follows a procedure for documentation of self-administration of medication;
- H. The school nurse establishes a policy for the safe storage of self-administered medication, and, as necessary, consults with teachers, the student and parent/guardian, if appropriate, to determine a safe place for storing the medication for the individual student, while providing for accessibility if the student's health needs require it. This information shall be included in the medication administration plan. In the case of an inhaler or other preventive or emergency medication, whenever possible, a backup supply of the medication shall be kept in the health room or a second readily available location;
- I. The student's self-administration is monitored based on his/her abilities and health status. monitoring may include teaching the student the correct way of taking the medication, reminding the student to take the medication, visual observation to ensure compliance, recording that the medication was taken, and notifying the parent, guardian or licensed prescriber of any side effects, variation from the plan, or the student's refusal or failure to take the medication.
- J. With parental/guardian and student permission, as appropriate, the school nurse may inform appropriate teachers and administrators that the student is self-administering a medication.

III. Handling, Storage and Disposal of Medications

- A. A parent, guardian or parent/guardian-designated responsible adult shall deliver all medications to be administered by school personnel or to be taken by self-medicating students, if required by the self-administration agreement, to the school nurse or other responsible person designated by the school nurse.
 - 1. The medication must be in a pharmacy or manufacturer labeled container.
 - 2. The school nurse or other responsible person receiving the medication shall document the quantity of the medication delivered.
 - 3. In extenuating circumstances, as determined by the school nurse, the medication may be delivered by other persons; provided, however, that the nurse is notified in advance by the parent or guardian of the arrangement and the quantity of medication being delivered to the school.

- B. All medications shall be stored in their original pharmacy or manufacturer labeled containers and in such manner as to render them safe and effective. Expiration dates shall be checked.
- C. All medications to be administered by school personnel shall be kept in a securely locked cabinet used exclusively for medications, which is kept locked except when opened to obtain medications. The cabinet shall be substantially constructed and anchored securely to a solid surface. Medications requiring refrigeration shall be stored in either a locked box in a refrigerator or in a locked refrigerator maintained at temperatures of 38 to 42 degrees Fahrenheit.
- D. Access to stored medications shall be limited to persons authorized to administer medications and to the self-medicating student. Access to keys and knowledge of the location of keys shall be restricted to the maximum extent possible. Students who are self-medicating shall not have access to other student's medications.
- E. Parents or guardians may retrieve the medications from the school at any time.
- F. No more than a thirty (30) school day supply of medication for a student shall be stored at the school.
- G. Where possible, all unused, discontinued or outdated medications shall be returned to the parent or guardian and the return appropriately documented. In extenuating circumstances, with parental consent when possible, such medications may be destroyed by the school nurse in accordance with any applicable policies of the Massachusetts Department of Public Health, Division of Food and Drugs. All medications should be returned at the end of the school year.

IV. Documentation and Record Keeping

- A. Each school where medications are administered by school personnel shall maintain a medication administration record for each student who receives medication during school hours.
1. Such record at a minimum shall include a daily log and a medication administration plan, including the medication order and parent/ guardian authorization.
 2. The medication administration plan shall include the information as described in Section 210.005 (E) of the Regulations Governing the Administration of Prescription Medications in Public and Private Schools.
 3. The daily log shall contain:
 - a. the dose or amount of medication administered;
 - b. the date and time of administration or omission of administration, including the reason for the omission;
 - c. the full signature of the nurse or designated unlicensed school personnel administering the medication. If the medication is given more than once by the same person, he/she may initial the record, subsequent to signing a full signature.
 4. The school nurse shall document in the medication administration record significant observations of the medication's effectiveness, as appropriate, and any adverse reactions or other harmful effects, as well as any action taken.
 5. All documentation shall be recorded in ink and shall not be altered.

6. With the consent of the parent, guardian, or student where appropriate, the completed medication administration record and records pertinent to self-administration shall be filed in the student's health record. When the parent, guardian or student, where appropriate, objects, these records shall be regarded as confidential medical notes and shall be kept confidential.

B. The school district shall comply with the Department of Public Health's reporting requirements for medication administration in the schools.

C. The Department of Public Health may inspect any individual student medication record or record relating to the administration or storage of medications without prior notice to ensure compliance with the Regulations Governing the Administration of Prescription Medications in Public and Private Schools.

V. Reporting and Documentation of Medication Errors

A. A medication error includes any failure to administer medication as prescribed for a particular student, including failure to administer the medications:

1. Within appropriate time frames; (The appropriate time frame should be addressed in the Medication Administration Plan).
2. In the correct dosage;
3. In accordance with accepted practice;
4. To the correct student.

B. In the event of a medication error, the school nurse shall notify the parent or guardian immediately. (The school nurse shall document the effort to reach the parent or guardian). If there is a question of potential harm to the student, the nurse shall also notify the student's licensed prescriber or school physician.

C. Medication errors shall be documented by the school nurse on the accident/incident report form. These reports shall be retained in the district office. They shall be made available to the Department of Public Health upon request. All medication errors resulting in serious illness requiring medical care shall be reported to the Department of Public Health, Bureau of Family and Community Health. All suspected diversion or tampering of drugs shall be reported to the Department of Public Health, Division of Food and Drugs.

D. The school nurse shall review reports of medication errors and take necessary steps to ensure appropriate medication administration in the future.

VI. Response to Medication Emergencies

(Refer to the school's policy for handling all health emergencies in the school). Such emergency policies shall contain (1) local emergency response system telephone numbers (including ambulance, poison control number, local emergency care providers, etc.), (2) persons to be notified, e.g., parent/guardian, licensed prescriber, etc., (3) names of persons in the school trained to provide first aid and cardiopulmonary resuscitation, (4) scheduled programs for staff to be trained in first aid and CPR, (5) provision of necessary supplies and equipment and (6) reporting requirements.

The school nurse shall develop procedures for responding to medication emergencies, i.e., any reaction or condition related to the administration of medication which poses an immediate threat to the health or well-being

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of the student. These procedures shall be consistent with the school's policy for handling all health emergencies and shall include maintaining a list of persons to be notified in case of a medication emergency.

VII. Dissemination of Information to Parents or Guardians Regarding Administration of Medication

Such information shall include an outline of these medication policies and shall be available to parents and guardians upon request.

VIII. Procedures for Resolving Questions between the School and Parents Regarding Administration of Medications

(Refer to approved existing policies within the school district for the resolution of differences, if appropriate).

IX. Policy Review and Revision

Review and revision of these policies and procedures shall occur as needed but at least every two years.

Approved : 2019

File: JLCD-E-4 - ADMINISTRATION OF MEDICATIONS - CONSENT FOR FIELD TRIP

I give permission to _____ to administer the following medication

prescribed by _____ to _____ on

(Doctor's Name)

(Student's Name)

(Date)

Signature of Parent/Guardian

File: JLCD-E-5 - DELEGATION OF PRESCRIPTION MEDICATIONS FOR FIELD TRIPS AND SHORT TERM SPECIAL EVENTS

(For those schools limiting delegation of prescription medications to field trips under Department of Public Health Regulations 105 CMR: 210.000, The Administration of Prescription Medications in Public and Private Schools).

Field trips include unique one-time events which are not part of the regular school schedule and involve travel from the school site.

The Department of Public Health grants registration to the Gateway Regional District solely for the delegation of prescription medications during field trips and short term special school events. The school agrees to comply with the Department of Public Health Regulations, 210.005 E (1) (o), which require the development of a plan for

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medication administration during field trips and special school events. Every effort shall be made to obtain a nurse- or school staff member trained in medication administration to accompany students at special school events. When this is not possible, the school nurse may delegate prescription medication to another responsible adult. Written consent from the parent or guardian for the named responsible adult to administer the prescription medication shall be obtained. The school nurse shall instruct the responsible adult on how to administer the prescription medications to the child.

The school shall agree to provide information upon request to the Department of Public Health regarding the numbers of medications defeated to unlicensed personnel for field trips and other short-term special school events.

File: JLCDA - ADMINISTRATION OF PRESCRIPTION MEDICATION BY UNLICENSED PERSONNEL

The Gateway Regional School District recognizes that, on certain occasions, licensed district personnel may not be available to administer prescription medications to students. These occasions are likely to result when students are attending school field trips and/or in attendance at other short-term special school events.

In such instances, the Gateway Regional School Committee chooses to delegate the administration of such prescription medications to unlicensed district personnel.

In order to so delegate, permission must first be obtained from the Massachusetts Department of Public Health. District nursing personnel will ensure that the district is properly registered on an annual basis with the Massachusetts Department of Public Health. Parental permission must be obtained prior to a field trip and/or short-term special school event for medication to be administered during the time the student is away from school.

Requirements for field trips are stated in the Massachusetts Department of Public Health Regulations, 210.005 E (1) (o).

File: JLD - GUIDANCE PROGRAM

Guidance is defined as helping individuals understand themselves in the light of their abilities, aptitudes, interests, attitudes, strengths and limitations. This process should assist students in the development of their potential; their decisions relating to personal, educational, and vocational matters, and also in becoming capable of mature self-guidance.

The school system's guidance program will be based on this definition and developed from these broad fundamental principles:

1. Individuals are different from one another in their capabilities, aptitudes, interests, needs, goals, desires and values.
2. Conditions may be improved. Equality of educational opportunity will benefit the individual and society.
3. Guidance is a continuous and developmental process. Every experience of the individual influences his performance in some way.
4. Guidance does not propose to program an individual's course of action but rather tries to assist him in arriving at his own satisfactory solutions.

Guidance services will include: educational guidance; testing programs; occupational, career, and higher education assistance and information; study aids; consultation services; and personal developmental guidance as needed. These services will be available to all students.

While some of the problems of the individual may relate to behavior and consequently entail guidance on behavior, student discipline will not be a regular function of guidance personnel.

LEGAL REFS.: M.G.L. 71 :38A through 71 :38F; 71 :46G
603 CMR 26.04

File: JLD-E - GUIDANCE PROGRAM

Guidance Counselors and other personnel shall represent to the students a broad spectrum of education and career opportunities. Race, color, sex, national origin and religion shall not be considered as limiting factors in career determination.

"Career Day" programs and other occupational information shall include representatives of both sexes and of minority group members in a broad variety of occupational roles. Schools shall not permit materials including pictorial representations to be used to recruit students for employment, including training, that contain a preference of individuals of particular race, color, sex, religion, or national origin. Any pictorial representation in such materials, in the aggregate, shall depict members of both sexes and of minority groups.

No material or tests shall be employed for guidance purposes which discriminate and/or limit choices on the bases of race, color, sex, religion or national origin.

LEGAL REFS.: M.G.L. 71:38A through 71:38F; 71:46G
 603 CMR 26.04

File: JLIE - STUDENT AUTOMOBILE USE

Driving on school roadways and parking on school property are courtesies extended students (and others) by the School Committee.

The administration shall establish rules to assure traffic safety on school property and the maximum protection of vehicles. For this purpose the superintendent or his assistant may seek the advice of local police officials.

Regulations governing student automobile use shall insure that:

1. All students driving to school have parental permission
2. All students have permission of the school administration.

The school administration shall rescind permission for any student to drive or park on school property who drives unsafely or who does not observe the school's traffic or parking regulations.

CROSS REF.: ECD, Traffic and Parking Controls

File: JLIE-E - STUDENT PARKING PERMISSION SLIP

I, _____, a member of the Class of _____, do hereby request permission to park my car or _____ in the North Parking Lot during school hours.

I understand that this privilege may be withdrawn either temporarily or permanently for failure to observe school regulations concerning continued tardiness, speeding on school property, etc.

I agree to place a school-provided parking sticker on the appropriate area of the left side window.

Date Permission granted _____ Permit # _____

Date _____

(Signature of Student)

Parental Permission to Drive to School

I, parent/guardian of _____, give my permission to him/her to drive to school. He/she will be driving regularly/infrequently.

The basic reason for driving to school is work/or _____.

It is understood that _____ is properly covered by insurance. His/her driver's license is # _____.

Date _____

Signature of Parent/Guardian

I may be reached at the following telephone number during the day for verbal confirmation: _____
_____.

File: JP - STUDENT GIFTS AND SOLICITATIONS

Because of the embarrassment that might result among children, students will be discouraged from giving gifts to classroom teachers and other school personnel. For the same reason, there will be no formal exchange of gifts between students in the classroom.

Solicitation of funds for charitable purposes from students of the school system will be made only as approved by the School Committee.

Any organization desiring to distribute flyers or other materials to students in connection with fund drives may do so only with the approval of the Superintendent.

CROSS REFS.: GBEBC, Staff Gifts and Solicitations
 JJE, Student Fund-Raising Activities
 KHA, Public Solicitations in the Schools
 KHB, Advertising in the Schools

File: JQ - STUDENT FEES, FINES, AND CHARGES

The School Committee recognizes the need for student fees to fund certain school activities. It also recognizes that some students may not be able to pay these fees. While no student will be denied access due to an inability to pay fees, all students will be required to remit charges and fines.

A school may exact a fee or charge only upon Committee approval. The schools, however, may:

Charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student.

Charge for lost and damaged books, materials, supplies, and equipment.

Students who are indigent are exempt from paying fees. However, indigent students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

All student fees and charges, both optional and required, will be listed and described annually in each school's student handbook or in some other written form and distributed to each student. The notice will advise students that fees are to be paid and of the penalties for their failure to pay them. Permissible penalties include the denial of participation in extra class activities and graduation exercises and activities while the student is enrolled in this District.

Any fee or charge due to any school in the District and not paid at the end of the school year will be carried forward to the next succeeding school year, as such debts are considered to be debts of the student to the District and not to a particular school.

SOURCE: MASC October 2016

File: JRA - STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, yet be guarded as confidential information.

It shall be the responsibility of the superintendent to provide for the proper administration of student records in keeping with state law and federal requirements, and to standardize procedures for the collection of necessary information about individual students throughout the district. The temporary record of each student shall be destroyed five years after the student transfers, graduates, or withdraws from the school system. Former students desiring information from their records may obtain it by requesting such information from the principal before the date of destruction.

The Committee wishes to make clear that all individual student records of the district are confidential. This extends to giving out individual addresses and telephone numbers.

LEGAL REFS.: M.G.L. 71:34D, 71:34E, Ch. 677 of the Acts of 1974

CROSS REFS.: BBFA, School Committee Member Conflicts of Interest
KBA, Public's Right to Know

SOURCE: Gateway

File: JRA-R - STUDENT RECORDS

603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under M.G.L.c.71, s.34D which directs that "the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the commonwealth," and under M.G.L. c. 71 s.34F which directs that " the board of education shall adopt regulations relative to the retention, duplication and storage or records under the control of School Committees, and except as otherwise required by law may authorize the periodic destruction of any such records at reasonable times." 603 CMR 23.00 was originally promulgated on February 10, 1975, and was reviewed and amended in June, 1995. 603 CMR is in conformity with federal and state statutes regarding maintenance of and access to student records, and are to be construed harmoniously with such statutes.

Application of Rights

603 CMR 23.00 is promulgated to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of students' records and to assist local school systems in adhering to the law. 603 CMR 23.00 should be liberally construed for these purposes.

- (1) These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student's parent.
- (2) If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.
- (3) If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school Principal or Superintendent of schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c. 71, & 34E, the parent of a student may inspect the student record regardless of the student's age.
- (4) Notwithstanding 603 CMR 23.01(1) and 23.01(2), nothing shall be construed to mean that a School Committee cannot extend the provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.

Definition of Terms

The various terms as used in 603 CMR 23.00 are defined below:

Access: shall mean inspection or copying of a student record, in whole or in part.

File: JRA-R

Authorized school personnel: shall consist of three groups:

- (1) School administrators, teachers, counselors and other professionals who are employed by the School Committee or who are providing services to the student under an agreement between the School Committee and a service provider, and who are working directly with the student in an administrative, teaching counseling, and/or diagnostic capacity. Any such personnel who are not employed directly by the School Committee shall have access only to the student record information that is required for them to perform their duties.
- (2) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the School Committee or are employed under a School Committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.
- (3) The evaluation Team evaluates a student.

Eligible student: shall mean any student who is 14 years of age or older or who has entered 9th grade, unless the School Committee acting pursuant to 603 CMR 23.01 (4) extends the rights and provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered 9th grade. Evaluation Team: shall mean the team which evaluates school-age children pursuant to M.G.L.c.71B (St. 1972, c.766) and 603 CMR 28.00.

Parent: shall mean a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother, or guardian. The term as used in 603 CMR 23.00 shall include a divorced or separated parent, subject to any written agreement between parents or court in order governing the rights of such a parent that is brought to the attention of the school Principal.

Release: shall mean the oral or written disclosure, in whole or in part, of information in a student record.

School-age child with special needs: shall have the same definition as that given in M.G.L. c. 71B (St. 1972, c. 766) and 603 CMR 28.00.

School Committee: shall include a School Committee, a board of trustees of a charter school, a board of trustees of a vocational-technical school, a board of directors of an educational collaborative and the governing body of an M.G.L. c. 71B (Chapter 766) approved private school.

Student: shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about whom a School Committee maintains information. The term as used in 603 CMR 23.00 shall not include a person about whom a School Committee maintains information relative only to the person's employment by the School Committee.

The student record: shall consist of the transcript and the temporary record, including all information, recording and computer tapes, microfilm, microfiche, or any other materials, regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The term as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04.

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The temporary record: shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

Third party: shall mean any person or private or public agency, authority, or organization other than the eligible student, his/her parent, or authorized school personnel.

Revised: October 8, 1996

SOURCE: MASC Policy

LEGAL REFS.: Family Educational Rights and Privacy Act of 1974
 P.L. 93-380, Amended
 P.L. 113-382, 1994
 M.G.L. 66:10; 71:34A, B, D, E
 Board of Education Student Record Regulations adopted 2/10/75 and June 1995

File: JRD - STUDENT PHOTOGRAPHS

Individual schools may arrange, in cooperation with the school's parent organization, student council, designated student committee, or a staff committee, to take individual student and/or class group pictures. Awarding of the photographic services shall be conducted through bidding procedures.

Individual and/or class group pictures may be taken at the school facility and during the regular school day hours. The pictures shall be made available for purchase by students and/or parents on a voluntary basis. The building Principal or his/her designee shall have final authority in authorizing the picture taking program and will be responsible for overseeing the process.

Students may be required to have an individual picture taken for the cumulative file or identification purposes; however, no student shall be pressured or required to purchase photographs.

The purpose of the policy is to:

Enhance the safety of students through visual identification in an emergency situation.

Facilitate the social, educational, and administrative activities conducted in the school.

Provide a service to parents and students.

Allow the profits gained from the picture-taking program to be used by the sponsoring group and authorized by the building Principal.